

Board of Selectmen's Meeting – Minutes  
Thursday, February 5, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Animal Control Officer Mark Harper, Police Chief John Troxell, Administrative Assistant Randi Derene, Weston Residents.

**Ms. Weinstein called the meeting to order at: 7:55pm**

This meeting was recorded and videotaped. Copies are available at in the Selectman's office. The meetings are available for viewing online via the Town's website.

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance

Ms. Weinstein asked that the Town Attorney, Pat Sullivan, join the meeting.

**Discussion/decision regarding proposed Dog Ordinance – Mark Harper**

Mr. Harper explained that we have rules for dog control, but we need laws. He has identified some areas in town that are a problem and have become a public safety issue. Mr. Harper feels that with over 1500 dogs in town, we need more control in town. There are State laws in place, but the money from those fines does not go to the town. If we had town ordinances, then the money from fines would stay in the town and help off-set the operation costs of the Animal Control Department. Rules are not enforced, but laws are. Ms. Weinstein stated that tonight will be the first discussion regarding the recommended changes, but a formal public hearing will be necessary to put the ordinance in place.

Ms. Weinstein sent an email to Dr. Palmer and Phil Shaeffer because some of the properties that would be included in the ordinance are on school property. She needs to see if they want to review the proposed changes with their Policy Committee and their Facilities Committee. To review Mark Harpers recommendations: (see document attached). Ms. Weinstein noted that the rules regarding Lachat Farm may need to be amended. The proposed ordinance is very similar to the one in Wilton and other surrounding communities and it has been very effective. Mr. Muller states that the one thing missing is mandated signage...and when you talk about properties and complexes it may not be very clear. Ms. Weinstein reminds Mr. Muller that this is a work in progress and we can change language as needed. Mr. Tracey states he is very much in favor of the recommendations.

**Discussion/decision regarding the reappointment of Paul Deysenroth to the Historic District Commission for a term to end December 31, 2019.** Mr. Muller moved to reappoint Paul Deysenroth to the Historic District Commission for a term to end December 31, 2019. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the reappointment of Ray Rauth to the Weston Bicycle & Pedestrian Committee for a term to end December 31, 2016.** Mr. Rauth presented what is new with his committee. He recently interviewed Carolyn Hines who is interested in joining the committee. Ms. Weinstein asks if the timing of their meetings creates an issue. Ms. Weinstein

says that the one thing she would like to be discussed is the Norwalk River Valley Trail and how Weston can get involved, either by creating something similar in town, or hooking up somehow to the existing trails. Discussion included possibly transforming the fitness trail at Bisceglie Park if we cannot connect to the Norwalk River system. If we widen those trails and put down the crushed pebble surface it might be nicer/safer for the seniors to walk on. Ms. Weinstein would like to explore these possibilities as there may be grant money available for this type of project, meaning very little town money would need to be spent.

Mr. Tracey moved to reappoint Ray Rauth to the Weston Bicycle & Pedestrian Committee for a term to end December 31, 2016. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Barbara Babcock to the Board of Assessment Appeals for a term to end December 31, 2019.**

Ms. Weinstein requests that we first move to item 11 on the agenda so the resignation of Denise Murillo from the Board of Assessment Appeals can be accepted. Mr. Muller moved to accept the resignation of Denise Murillo from the Board of Assessment Appeals effective immediately. Mr. Tracey seconded. Motion carried unanimously.

Ms. Babcock tells the Board about herself and why she wants to join the committee. She's been in Weston since 1999, raised 4 children through our school system, and has worked in Real Estate since 2002. She also has a background in appraisals. She feels sitting on this Board would be a very good fit. Ms. Babcock has spoken with Hillary Koyner (a current board member) to learn more about what the Board does, as well as attended a meeting.

Mr. Tracey moved to appoint Barbara Babcock to the Board of Assessment Appeals for a term to end December 31, 2019. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Robert Soloff to the Building Board of Appeals for a term to end December 31, 2019.** Ms. Weinstein states the Mr. Soloff currently serves on the Building Committee. Mr. Weinstein reminds us that not many people know what the Building Board of Appeals Committee does, so asked that they schedule a meeting, which will take place on February 17<sup>th</sup>. This committee gives residents on opportunity to address any issues they may have with the town. Mr. Muller moved to appoint Robert Soloff to the Building Board of Appeals for a term to end December 31, 2019. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Andrew Cumming to the Veteran's Affairs Committee for a term to end December 31, 2016**

Mr. Cumming is not present for this appointment, so this item will be moved to the next BOS meeting.

**Discussion/decision regarding a request to withdraw up to \$37,000 from the Special Detail Vehicle account for the purpose of purchasing a vehicle for the Police Chief. - John Troxell, Police Chief.**

Chief Troxell explains the need for a new vehicle. His current vehicle has approximately 115,000 miles on it. He would like this car to be used by the officers around town (it can also be used to tow). It is a 2008. His plan was to keep the car for 5 years. He is requesting a new

Chief's car, a police utility vehicle. The old car is ready to be used as is. The money for the new car will be requested from the Special Detail Vehicle Account. This is a fund where we get money for the special road jobs that the police officers do. The money in this account is used partially to offset the budget for equipment and repairs and part is kept as a sinking fund for police vehicles such as this. Ms. Gralnick stated that the PD was operating with a very aging fleet, and they have just recently starting replacing vehicles. She also stated that they will only be purchasing 4WD vehicles going forward. The current balance in this fund is \$62,552.12. The next step is to get approval from the BOF for this purchase. Mr. Tracey moved to approve the request to withdraw up to \$37,000 from the Special Detail Vehicle account for the purpose of purchasing a vehicle for the Police Chief. Mr. Muller seconded. Motion carried unanimously.

Mr. Tom Landry joins the meeting.

**Discussion/decision regarding award of a bid to remove and replace the Godfrey Road West Bridge to Nagy Brothers Construction Company, Inc. in the amount of \$584,200, and to authorize the First Selectman to enter into a contract for that purpose. - Tom Landry, Town Administrator.**

Mr. Landry reminds us the bids were open last summer with Nagy being the lowest bidder at the time. We didn't enter into a contract with them at that time as they were having difficulty getting parts needed to build the bridge. This has been resolved, plans redone. This should be a quicker project then planned, approximately 10-12 weeks. Mr. Muller moved to authorize the First Selectman to enter into a contract with Nagy Brothers Construction Company, Inc. for the amount of \$584,200 for the removal and replacement of the Godfrey Road West Bridge. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding authorizing the First Selectman to enter into a contract with Cardinal Engineering for administration and project inspection services related to the Godfrey Road Bridge project in the amount of \$70,000. - Tom Landry, Town Administrator.**

Mr. Landry stated that this is a state bridge which involves paperwork and inspections. This company will supply all administrative and inspection services for this bridge project. Mr. Tracey moved to authorize the First Selectman to enter into a contract with Cardinal Engineering for administration and project inspection services related to the Godfrey Road Bridge project in the amount of \$70,000. Mr. Muller seconded. Motion carried unanimously.

## **12. Selectman's Update:**

**First Selectman's Update:** Ms. Weinstein reports another Grant received by our police department for the forensic lab that is run by Sgt. Matt Brodacki. The grant received is for \$14,000 for lab equipment.

**David Muller gives an update of the Lights Oversight Committee and the testing of the light and sound system**

There are 5 members of this committee: David Muller, Elise Major (Board of Ed), Jeff Ferdinand (Parks & Rec), Brian Porter and Richard Silverstein (neighbors to stadium). This committee has had one meeting so far (Nov 5<sup>th</sup>) and one site visit (Nov 19<sup>th</sup>). They climbed through the trees and performed a meter reading to measure the light spillage onto nearby properties. The greatest amount of light spillage was between 0.01 and 0.06 light units. The moonlight is responsible for 0.01. Regarding the sound from the stadium, the only thing that can be heard is background music, no other voices were heard. The sound system is set up so that it is locked at a certain volume and cannot go any louder...it can however be turned lower. Screening to block out the light reflection was offered to the neighboring properties, the only resident who showed interest in this was Richard Silverstein. Ms. Weinstein asked Mr. Muller to follow up on that.

**Property Tax Refunds:**

|                    |            |
|--------------------|------------|
| Paul Singleton     | \$7,261.92 |
| Mercedes Benz      | \$2,155.66 |
| Nissan Infinity    | \$632.12   |
| Gregg Haythorne    | \$540.71   |
| Toyota Financial   | \$281.50   |
| Honda Lease Trust  | \$233.32   |
| Automotive Rentals | \$62.27    |
| Rodney Jones       | \$11.61    |

**Total: \$11,179.11**

Mr. Muller moved to approve the Property Tax Refunds as stated on the February 5, 2015 BOS Agenda for the total amount of \$11,179.11. Mr. Tracey seconded. Motion carried unanimously.

**Approval of minutes of the December 4, 2014 Board of Selectmen's Meeting and the December 22, 2014 Board of Selectmen's Meeting.**

Mr. Muller moved to approve the minutes of the December 4, 2014 BOS Meeting, Mr. Tracey seconded. Ms. Weinstein abstains. Motion carried unanimously.

Mr. Tracey moved to approve the minutes of the December 22, 2014 BOS Meeting, Mr. Muller seconded. Motion carried unanimously.

Meeting adjourned: 8:45

Respectfully submitted by:  
Randi Derene, Administrative Assistant

**Minutes Approved 3/5/15**

Board of Selectmen reviews First Selectman's Budget  
February 10, 2015

Present: First Selectman Gayle Weinstein; Selectman David Muller; Town Administrator Tom Landry; Administrative Assistant Randi Derene; Finance Director Rick Darling; Department heads; residents and members of the press.

**This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

Ms. Weinstein called the meeting to order at 7:34pm

**Pledge of Allegiance-** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Board of Selectmen review First Selectman's Budget-** Power Point presentation is attached to the minutes.

Mr. Muller thanked Ms. Weinstein for her hard work in creating this budget. Ms. Weinstein thanked Mr. Darling and Mr. Landry for their hard work. Mr. Muller stated that there are a couple of key goals that come through: the sharing of resources, the concept of regional cooperation, financial support and commitment for both social services as well as public safety. He is also very pleased with the trend in the operating budget as well as the debt levels. The town is on very good financial footing. The search for grants, mainly by Mr. Landry, also makes a very big difference as we get tremendous support from the state and from other resources that are able to help us offset the costs for infrastructure and other expenditures in town.

Ms. Weinstein thanked Ms. Derene, the new administrative assistant, for helping to organize the budget books.

**Conveyance Letter-** Mr. Muller questioned the decision to reduce contributions to several sinking funds in the Capital Budget; does this have any impact on their stability and being able to access these funds? Ms. Weinstein says we are within a comfortable level. The sinking funds were established to give us stability of budget yet flexibility for access. There is money in the funds to support this year's potential requests.

Ms. Weinstein stated that when we prepare the budget and we want to include something new, the first question is what are we going to give up in order to get what we need. It is never just about the need in one specific department; we look at things in a global perspective, to see how we can make this work. Ms. Weinstein feels the budget is efficient and effective. Mr. Muller commends the increase the pavement budget. The issue of roads and road safety is crucial. Mr. Muller then also asks about the revenue mill rate and state aid.

A department by department review ensued.

**Administration and Finance-** Ms. Weinstein stated that this budget does contain an additional \$9200 towards the Town Administrator's salary. As discussed, Mr. Landry has given up two weeks of vacation as well as a town vehicle in exchange for an increase

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in salary. This budget also includes a 15 hour/week floater position. We need to have additional hours to replace what Ms. Shattuck does for us in town hall. Also, we've added 5 additional hours per week for the PT accounts payable position. The finance department has been overly stressed and this should help alleviate a portion of the workload.

**General Administration-**

Side note: electricity is budgeted with a 12% increase throughout the budget from the projected budget, so you will see different amounts based on what we are projecting, not on what we budgeted last year.

Health Insurance has a \$150,000 increase. Regarding the OPEB account, we can contribute a little less based on the actuarial amounts. Pension is essentially flat. Mr. Muller asks about community grants. He is a tremendous supporter of the grants, but wants to know if we have thought about zero funding and treating all requests as they come up, as opposed to budgeting for it. Ms. Weinstein says we budget for what we think the grants may be; otherwise we would need to get a supplemental every time someone came forward. Ms. Weinstein finds that budgeting for community grants give us flexibility. Mr. Landry says that years ago the board would be presented with supplementals, but eventually found the community grants budget to be a better and more accurate method.

**Information Systems-** Ms. Weinstein states that this is a department where we are proposing a major shift. We are looking to contract out the information systems dept. to the BOE. We are eliminating the FT Information Technology Director position. A floater position will be put into place to handle Sharon Shattuck's additional responsibilities. \$2000 was put into the budget for printers, monitors, in this budget. We are looking to making a capital improvement on our computers... but you will see that in the capital budget.

**Probate Court:** No comment

**Elections/Registrars-** Mr. Muller asks about primaries, and what the impact is if there is no primary. Ms. Theresa Brasco (Registrar of Voters) responds the cost will be reduced by 50%. Other increases include the Deputy Registrar's salary. Half the increase will be this year; the other half will be requested next year. Also looking to increase the daily poll worker rate as they are having trouble getting poll workers, and this increased rate would be similar to the rate paid in neighboring towns.

**Board of Finance:** Ms. Weinstein states the only increase this year is for the audit.

**Assessor:** Only increase cost is for the DMV

**Tax Collector:** There is a slight decrease in this budget. Charity Nichols, Town Tax Collector, felt that we could reduce the number of ads and put in ads that are a little smaller.

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**Legal Council:** Budgeting a 2.5% increase in retainer and level funding for litigation.

**Town Clerk:** No change/no comment

**Land Use Department-** The building inspector asked for additional hours to make his position FT, however Ms. Weinstein felt it was not warranted at this time, but will continue to watch and monitor.

**Volunteer Fire Department-** This is a budget that is essentially flat. The department did request \$65,000 for repairs to vehicles and equipment. But in the MOU we agreed to fund any repairs and equipment over the \$55,000 that they do, so we felt comfortable taking that number down. The increase in the equipment line is due to need and a technology shift to the cloud.

**Fire Marshal-** Flat budget, no comment

**Animal Control:** This is a department where we are contemplating a shift. Mark Harper, Town Animal Control officer, has brought it to our attention that he is having trouble getting coverage on weekends, evenings, and when he takes vacation/sick time. We are proposing to try and pursue a contract for weekend coverage with the Town of Wilton. We would have their animal control officers on call if we have a need here. This would reduce the funding for our assistant animal control officer and still make up that coverage. So, there is an increase in funding from \$8000 to \$14,000 to make the contract work with Wilton for additional coverage.

**Communications Center:** This department has a decrease of 3.1%. Mr. Muller clarifies that line item 62, the revenue offset, is from the tower account.

**Southwest CT Emergency Medical Services:** We haven't funded them in a number of years. Ms. Weinstein spoke to Mr. Weingarten who said it wasn't necessary to fund them this year. Mr. Muller asks if this cuts us off from anything. Ms. Weinstein says no and that she thinks they are just a board that has oversight and does advocacy work for EMS. On the other hand, the Emergency Medical Communications Services provides the radio communication between ambulances and hospitals and that is the one we are funding, and assuming a 2.2% increase.

**Emergency Medical Communications Services:** see above

**Regional Paramedic:** The contract is renewed for 2018 at the specified rate.

**Police Services-** This is one department where Ms. Weinstein would like to thank the Chief for thinking outside the box. When he first came forward with his equipment proposal, the First Selectman told him it needs work. The chief came forward with some grants and finding other funding sources including donations from outside groups to help fund some of his requests to bring this budget down to flat. There is an increase in materials and supplies line and that is to pay for the storage trailer cost that we have had to incur. Mr. Muller asks if there will be any personnel issues over the next year



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forecasted. Chief Troxell approaches the board to discuss. Detective Filsinger is going to be retiring so when the Chief presented his budget, he accounted for a new bulletproof vest for a new hire... but that was tabled as they didn't yet have a formal resignation from the Detective at that time. Now that they have it, they know they will be hiring as of August 9<sup>th</sup>. The bullet proof vests are expensive because they have to be high quality and they have to be custom fitted. Chief Troxell asks if the Selectman would consider putting that expense back in the budget, they do not need the Taser. Ms. Weinstein said that they did discuss adding this along with training costs as a supplemental. Timing needs to be discussed as they might need it sooner rather than later. The Selectmen are aware it is being requested. Chief Troxell stated that they may have a savings if they hire a certified officer who wouldn't need training. The savings could then be moved around to cover other expenses. Ms. Weinstein complemented the Chief on his budget.

**Public Works-** This is a budget where you will see a lot of changes in numbers. It is a budget that is one that we have not funded appropriately for several years, so this year is the first stab at trying to get the numbers up to where we feel they should be, beginning with reinstating a DPW position, several years ago this position was removed. Since then, the department has been struggling. During the summer it was obvious when they had a guy out on sick leave, that they were not able to maintain all of the mowing. And in the winter, particularly when we had the heavy storms, we need to have an additional guy plowing. So, we need an additional person all year round in order to maintain the town. You will see 0.6 of that request in this budget, and the remaining 0.4 of the request in the Solid Waste budget.

Overtime and part time salaries also went up, because funding in bridge account was really for salaries to fund the seasonal workers to repair the bridges. So, that was moved back to Part Time Salaries to make that transparent. Snow removal overtime, you'll see the actuals were \$78,000 and \$111,000 and we've been budgeting \$60,000. We were way off, so we are proposing increasing that budget to \$67,500. Electricity we under-budgeted last year at \$10,000, so we are looking to bring that number up. Looking at Misc. Equipment, historically we spent \$85,000 and \$71,000 so we are looking to bring that back up from \$60,000 to \$65,000. Conversely repairs to vehicles and equipment we haven't spent close to the \$58,000 that we budgeted, so we are looking to bring that down to \$50,000. Moving down to resurfacing of roads, Ms. Weinstein is proposing an additional \$20,000 which she thinks is necessary. This budget is often supplemented by other sources such as state grants. We are trying to get budget stability so that we don't have to rely on state funding. Mr. Muller adds that he is impressed by the very low wear and tear on our public works vehicles. Mr. Lametta say he has the town to thank as he gets the equipment ne needs when he asks for it, which pays off. When you resurface more roads, you need a corresponding increase in road striping as well.

**Solid Waste-** The remaining 0.4 of the Public Works salary increase is in the part of the budget. Contractual services and the use of the Solid Waste receipts typically balance out. Ms. Weinstein adds that she would like to thank Rick Darling for putting together a spreadsheet that is much easier to read.

**Westport/Weston Health District-** They don't vote on their budget until March, but they are looking at a 2.5% increase this year.



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**Water Utility:** We need to increase the lines for electricity as well as an increase in the base monthly services.

**School/Town Water Supply:** Same as Water Utility comments

**Human Services-** There is a decrease in the Meals on Wheels budget. We have reduced number of residents that are relying on this service. Some of the people that utilize this service pay themselves, depending on their income, and some are covered by town resources. The overall number has decreased. Mr. Landry adds that the vendor who supplied the meals will no longer be our supplier as there are not enough meals being delivered. He is in the process of finding an alternate vendor.

**Youth Services:** The receipts are down because they are covering more children that are in need. More families are aware of the services provided by this department, mainly due to the great job that Michelle Albright is doing. In order to cover for this increase, an extra \$2000 is being taken out of their Enterprise Fund.

**Senior Services-** There is an increase in expenses for the additional programs that Wendy Petty would like to add, especially now that they have the additional space. The other increase is the expense for heating oil and gas. There was an adjustment that needs to be made from the number that the BOE said we would be paying compared to the higher costs that are more realistic.

**Public Library-** This will be discussed when Capital Budget is reviewed. Ms. Weinstein did want to mention that Karen Tartaka did ask for a pay increase for the pages to \$11/hr, and the library board did ask for an increase under books and audio from \$50 to \$55,000, again this is one the years we were trying to pick and choose so she would like to give them half of their requested amount at \$52,500. The only other increase is under contractual services is to get the building cleaned an extra day. It is a 7 day/week operation and we need to keep the facilities cleaned and maintained, especially once the renovation is completed.

**Recreation Department-** no comment

**Parks and Fields Budget-** The department did request an additional 1.5 hours a day increase for the grounds maintainer. We felt this is warranted because besides doing work at the Town Hall and the parks, we also have him doing additional work at Lachat. Mr. Muller brings up the light expense issue. He asked if this is just an offset. Ms. Weinstein said that she has told the BOE to bill the end users. We don't want to get involved with that billing at all.

**Middle School Pool-** Mr. Muller asked about the variability in the revenue offset. Ms. Weinstein replied that this has to do with the amount that the BOE pays us. We have a 60/40 split with them for the pool maintenance. There was a question about some of the energy fees that were in there. This year also they will be paying for the staffing for their classes. In the past the Town of Weston paid for the lifeguards that taught their

**Board of Selectmen reviews First Selectman's Budget  
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middle school and special education students swimming. Last year Dr. Palmer thought it was inappropriate that the town covered that expense. It was too close to budget time to make the switch then, so the switch is being made this year.

**Municipal Debt:** There is a decrease in interest; the principal payment is going up slightly. Overall, there is a decrease in debt service. Mr. Muller inquired whether this is all fixed rate, no floating rate. Mr. Darling confirmed it is.

**Capital Budget-**

**Town Vehicle Sinking Fund:** will be decreased from \$300,000 to \$275,000 this year.

**Bridge Repair:** will go from \$100,000 to \$40,000 because we got some state grants for the bridge which allows us to decrease the original amount we had expected to spend.

**Town Building Repairs:** we are level funding at \$50,000

**Turf Replacement Fund:** we are reducing that allocation from couple of years ago, we were concerned about payment for that so we bulked it up to \$30,000, this year we are requesting \$20,000 because we had the grant last year. We have \$250,000 still in the account that we thought we would have spent last year.

**Town and BOE water supply:** this is to fund the maintenance, and we are looking to reduce this sinking fund from \$25,000 to \$20,000.

**Parks & Rec:** they need a new mower, \$12,500.

**Library:** Renovation \$360,000 which includes a combination of work; windows, electrical work, floor, code work (alarm, extinguishers etc) Grant funding is being worked on for the windows and the code work.

**Town Hall Computer Replacement:** \$13,000 Sharon Shattuck and Erik Haakenson are both not present at this meeting to discuss, but Ms. Weinstein reminded the Board that last year there was a problem because we had Microsoft XP computers and XP is out of warranty. We replaced half of the Town Hall computers last year, and this year we are looking to replace 19 more. We put in additional dollars as we will need additional switches and other things needed to upgrade the system.

Ms. Weinstein is excited about this budget and the plans that the Town has to move forward. She is looking forward to seeing the work we can do collaboratively with the school district as well as our surrounding communities. Ms. Weinstein states that she hopes it will be the start of many other collaborations that we can do to not only reduce costs but to also improve our service level to our residents, which is equally as important.

At 8:28pm Ms. Weinstein adjourned the meeting

Respectfully Submitted  
Randi Derene  
Administrative Assistant

**Minutes Approved: 3/5/15**

February 10, 2015

# TOWN OF WESTON FIRST SELECTMAN'S BUDGET



# BUDGET GOALS

- **Property tax stability**
- **Maintain and improve necessary Town services and infrastructure**
- **Collaborate with the School District and neighboring communities to share costs**
- **Reflect our community values**



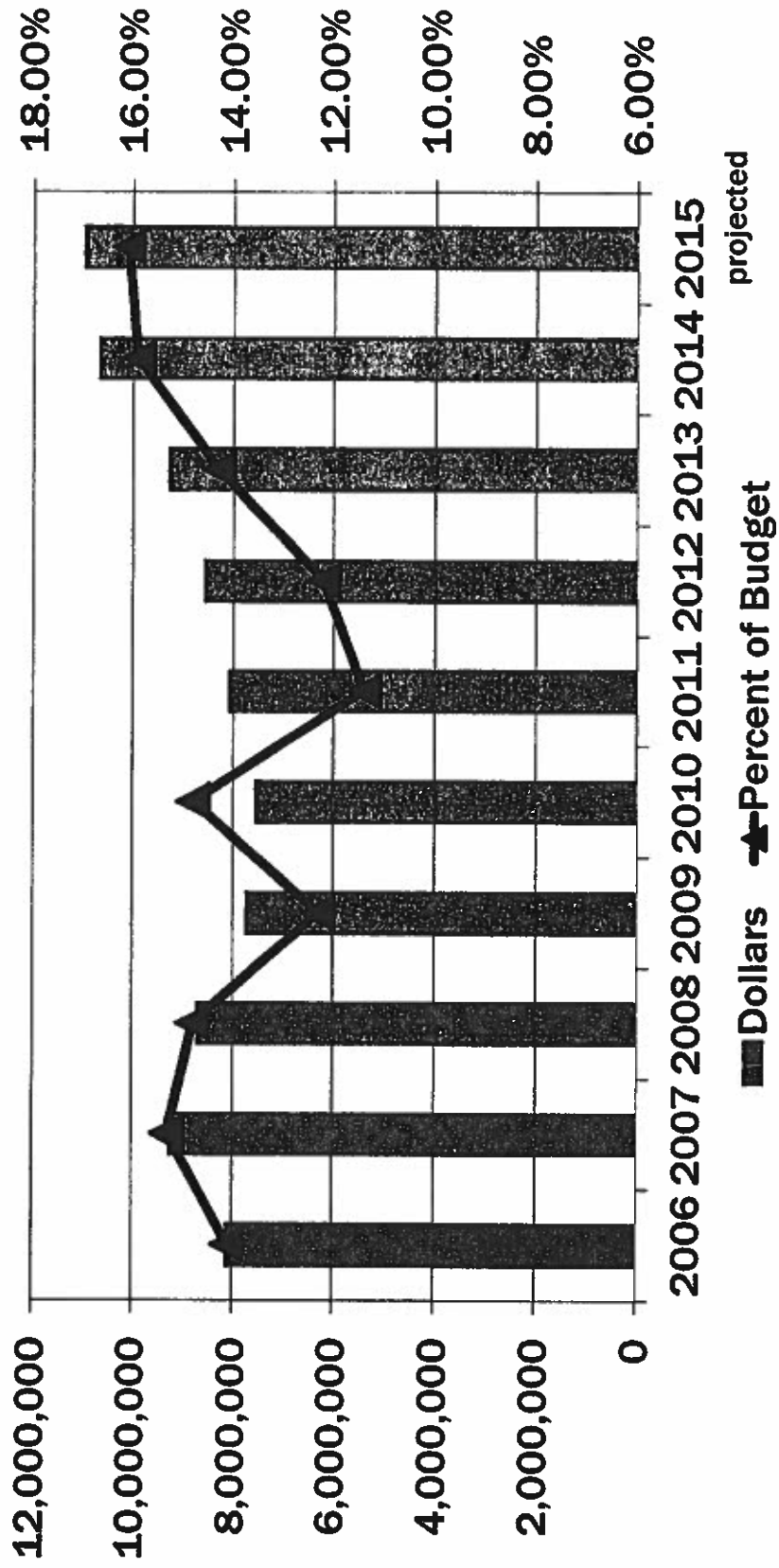


MASSACHUSETTS

# FY 2014-2015 BUDGET FORECAST

|                                       | ORIGINAL<br>BUDGET | PROJECTED<br>ACTUAL | SURPLUS/<br>DEFICIT |
|---------------------------------------|--------------------|---------------------|---------------------|
| REVENUES                              | 67,215,863         | 68,002,128          | 786,265             |
| LESS:                                 |                    |                     |                     |
| TOWN EXPENDITURES                     | 12,101,393         | 12,167,061          | (65,668)            |
| BOE EXPENDITURES                      | 47,364,856         | 47,364,856          | -                   |
| DEBT SERVICE                          | 6,487,869          | 6,487,869           | -                   |
| CAPITAL BUDGET                        | 1,261,745          | 1,261,745           | -                   |
| ESTIMATED SUPPLEMENTAL APPROPRIAT.    | -                  | 300,000             | (300,000)           |
| TOTAL EXPENDITURES                    | 67,215,863         | 67,581,531          | (365,668)           |
| REVENUES MINUS EXPENDITURES           | -                  | 420,597             | 420,597             |
| UNASSIGNED FUND BALANCE AS OF 6/30/14 |                    |                     | 10,697,573          |
| FUND BALANCE FORECAST FOR 6/30/15     |                    |                     | 11,118,170          |
| % of 2015-16 proposed budget          |                    |                     | 16.1%               |

# FUND BALANCE HISTORY



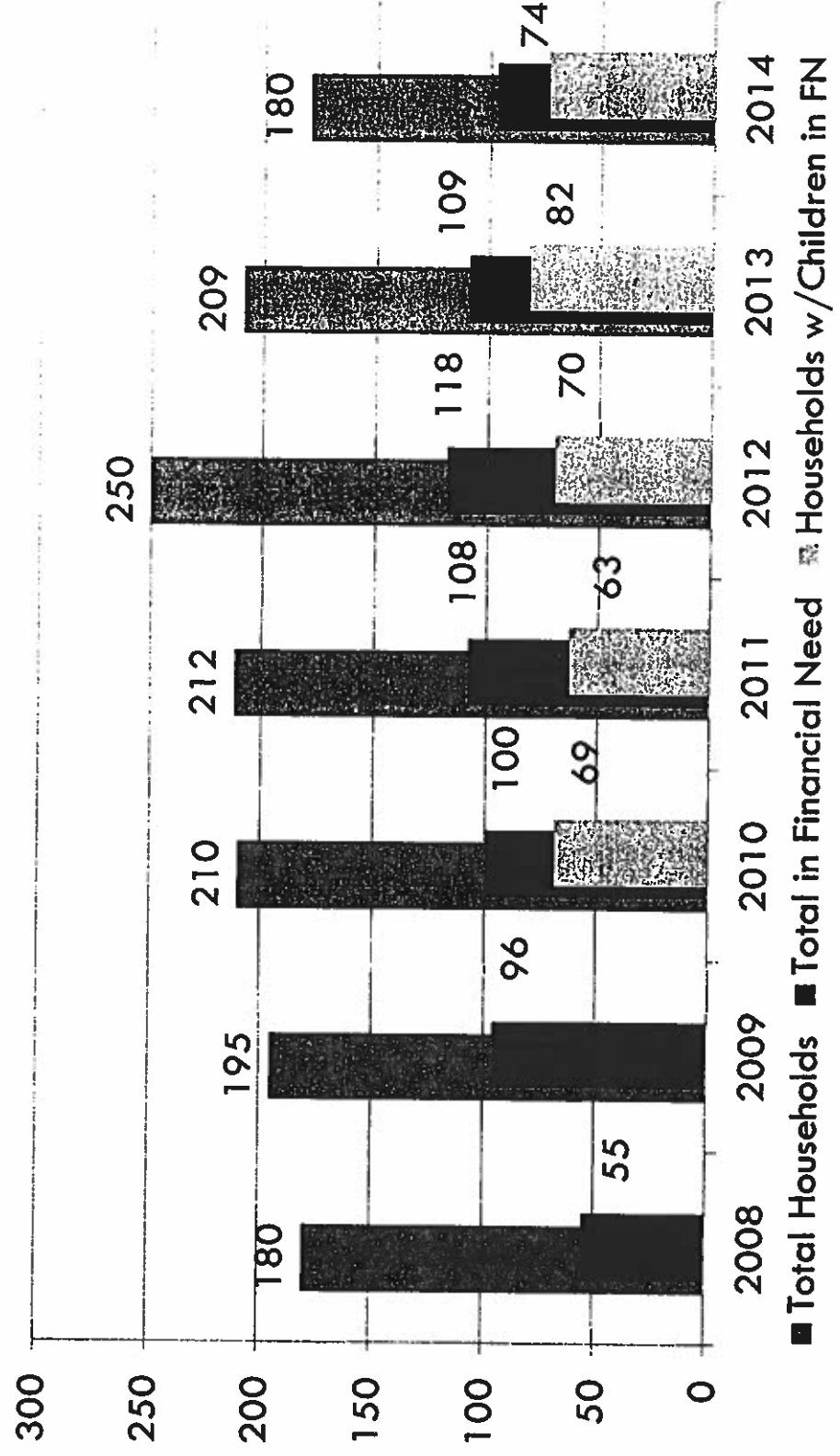




# UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT ECONOMIC RESEARCH AND REVENUE

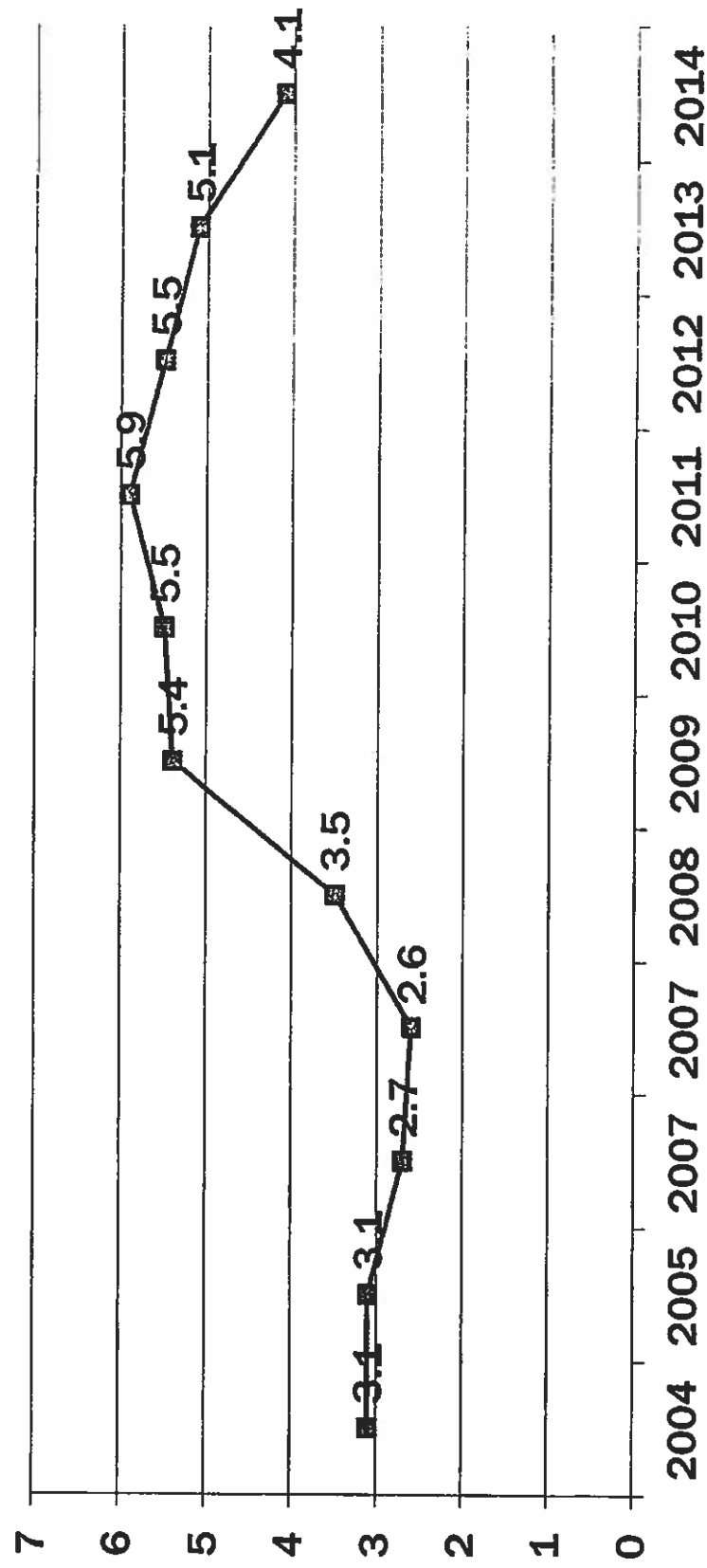


# SOCIAL SERVICES STATISTICS

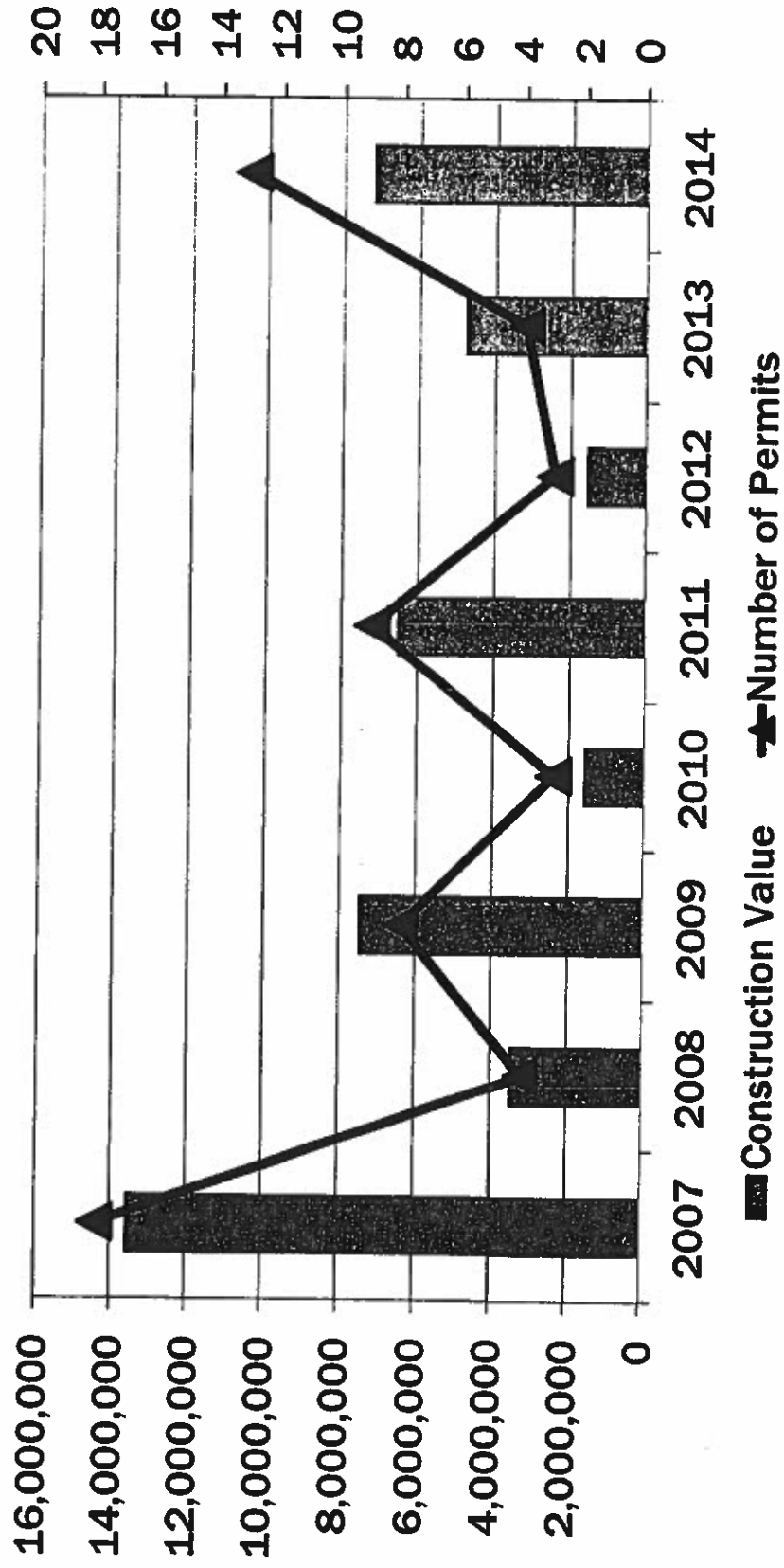


# UNEMPLOYMENT STATISTICS

Annual Average

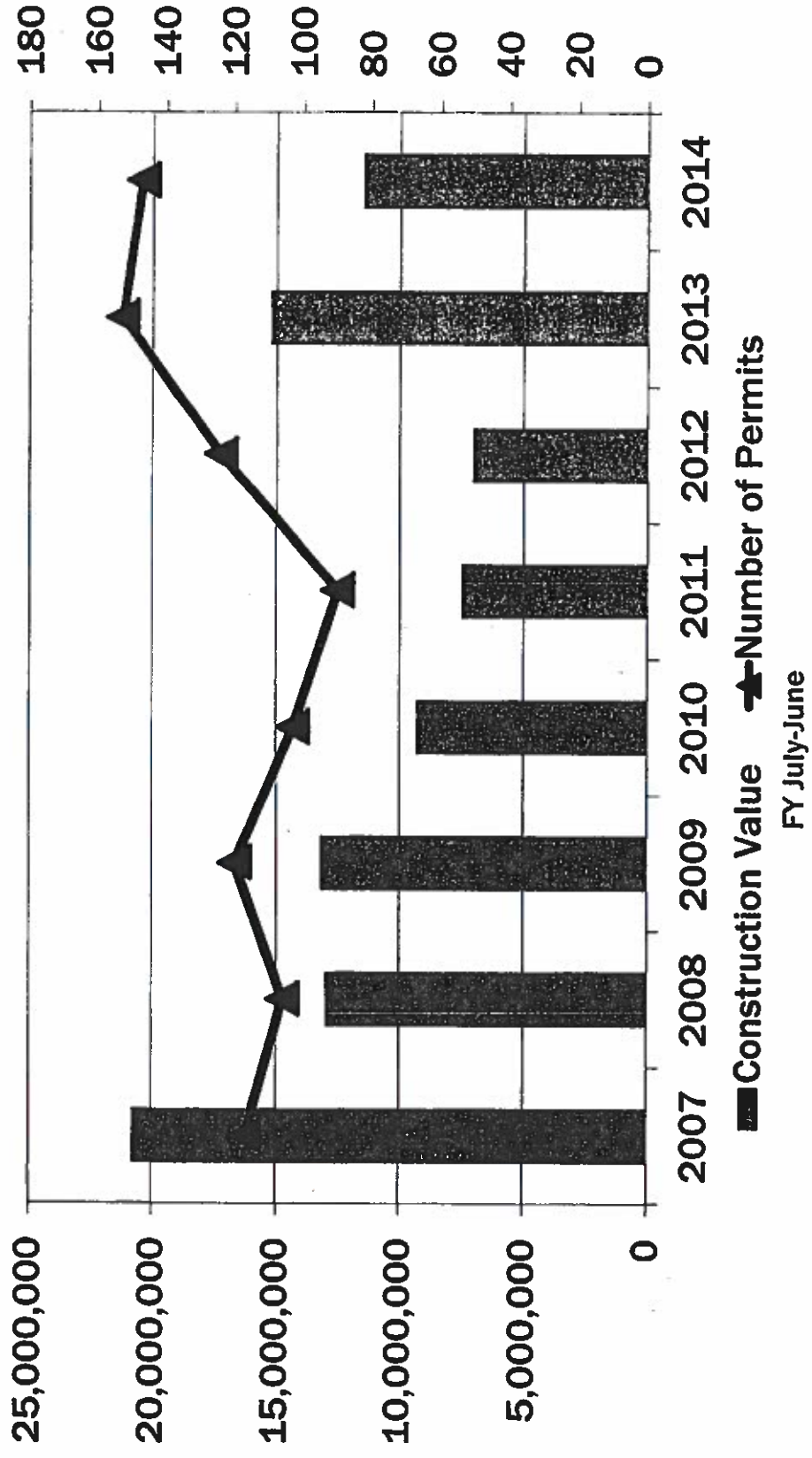


# HISTORY OF NEW CONSTRUCTION

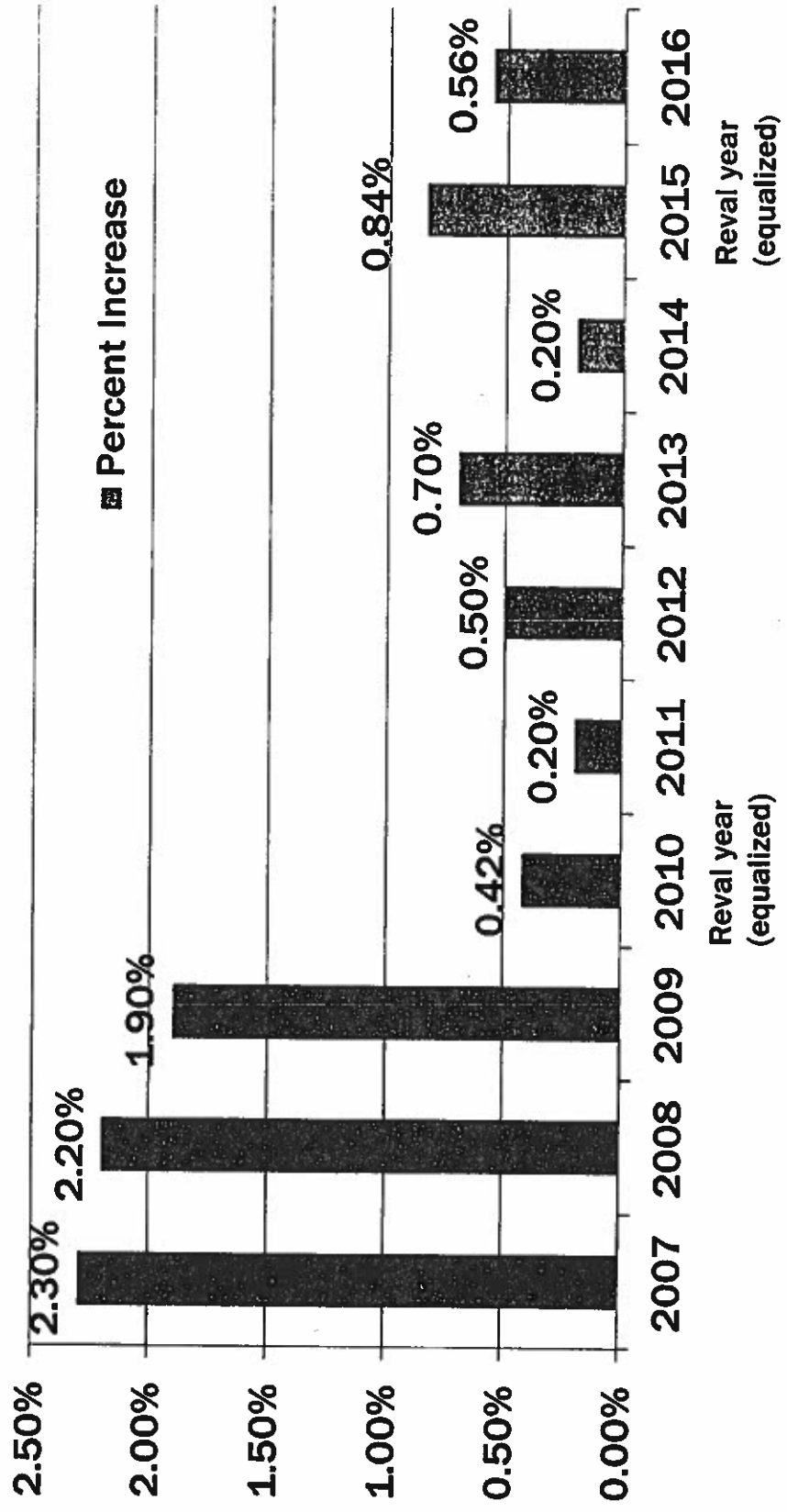


Note: FY July to June

# HISTORY OF ADDITIONS AND REMODELING



# GRAND LIST GROWTH



## **REVENUE OUTLOOK SUMMARY**

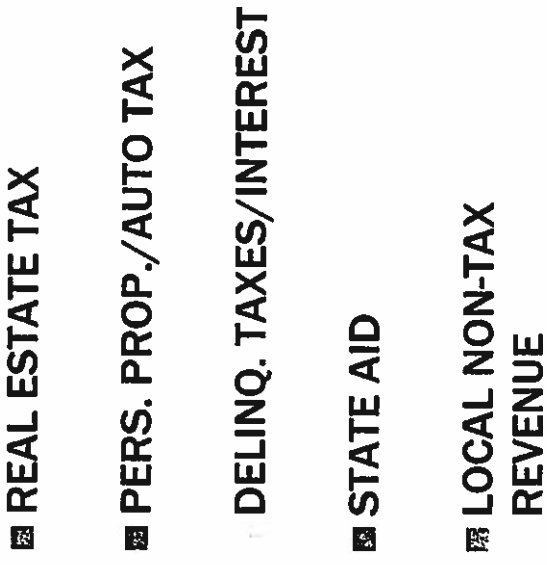
- **State Aid- Level Funded, but may be adjusted as we get more information from the State**
- **0.56% Grand List Growth**
- **All other sources are generally flat**

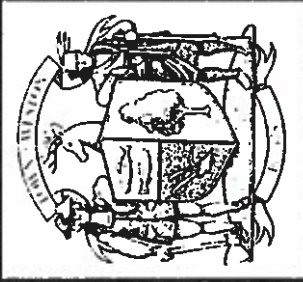


# REVENUE BREAKDOWN (PERCENT OF BUDGET)

PERCENT

4.9% 1.0% 1.7% 1.5%





# **TOWN SERVICES**

**This budget provides the funding to run our government operations.**

- **Our role is to provide:**
  - **Public Safety (Police, Fire, DPW, Animal Control)**
  - **Services (Parks & Rec, Library, Senior Center, Human Services, Transfer Station)**
  - **Operations as per Town Charter and State Statute (Tax Collector, Tax Assessor, First Selectman's Office, Town Clerk, Registrars)**
  - **Necessary back office functions (Town Administrator, Finance Department, IT, Land Use,)**



# **TOWN OPERATING BUDGET SUMMARY**

## **FISCAL YEAR 2015-2016**

**Request: \$12,400,627**  
**Increase of \$299,234 (2.47%)**

### **Budget Drivers**

- Health insurance - \$154,000 (51.5%)
- Salary reserve - \$ 105,000\* (35%)
- DPW increases -\$89,500\* (29.9%)

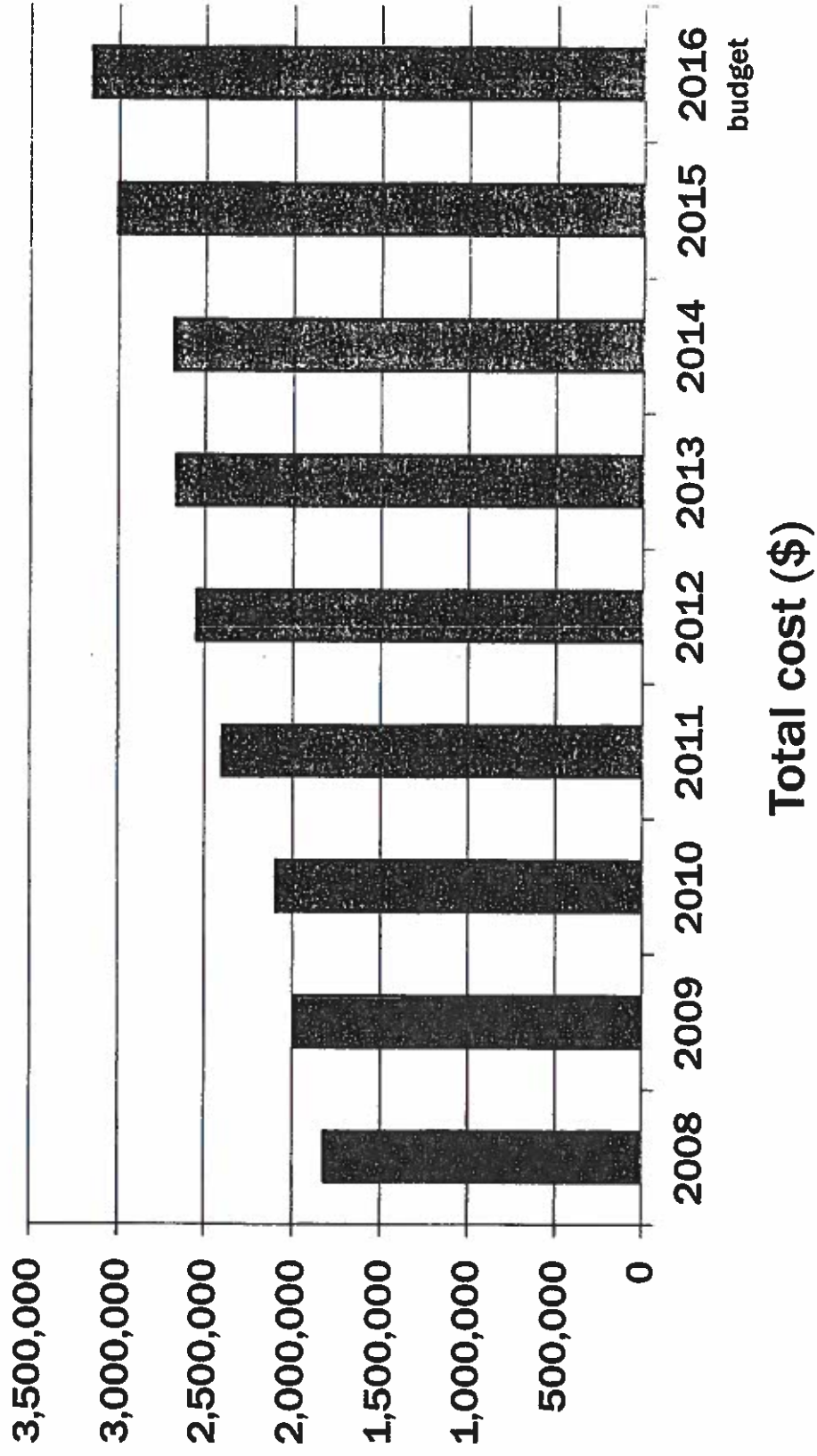
**❖These 3 items equal 116.4 % of the total operating budget increase**

\*does not include additional funds for salary related increases

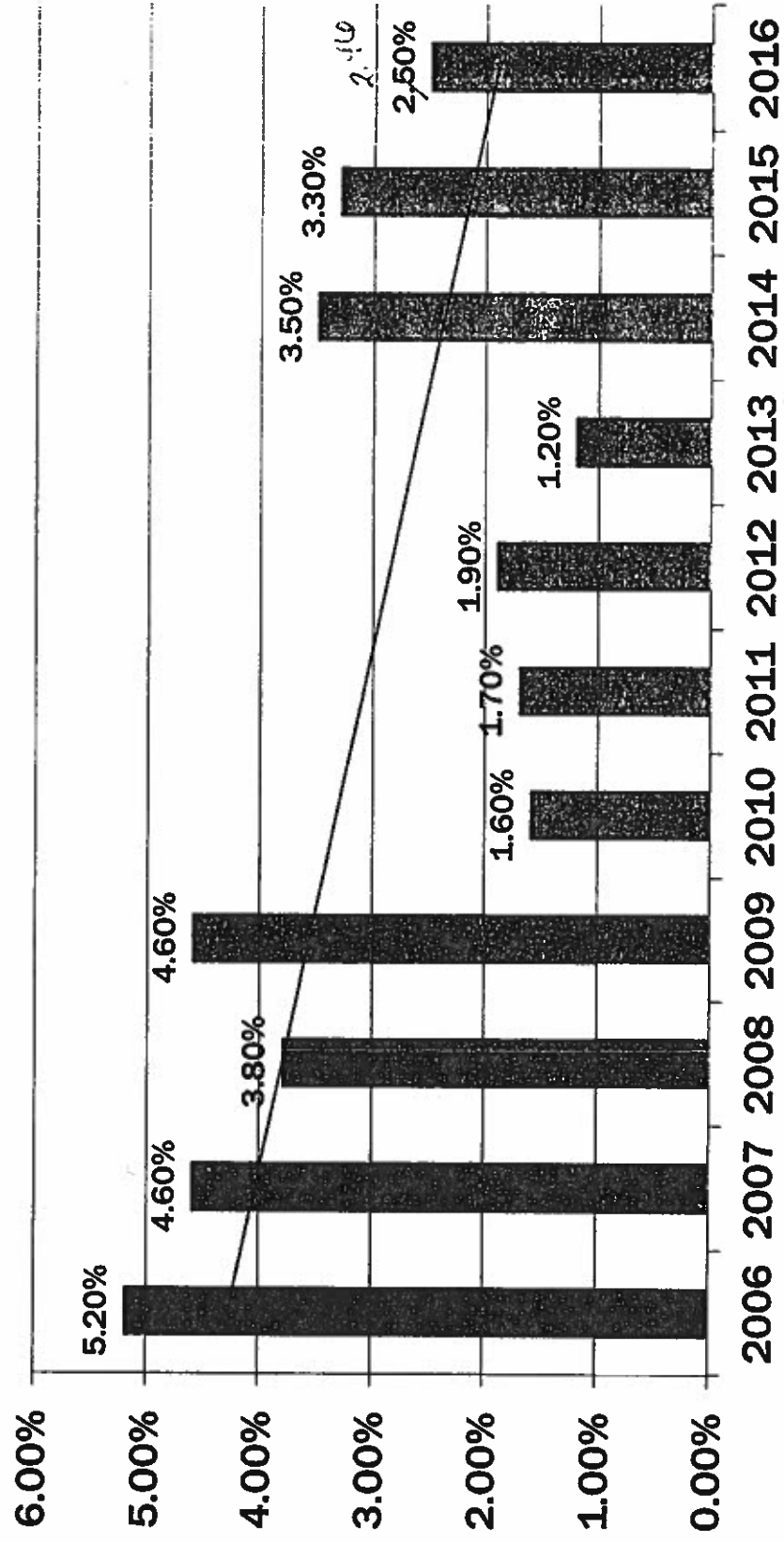
# CHANGE IN FTE POSITIONS

| Department         | 2008-09      | 2009-10      | 2010-11      | 2011-12      | 2012-13      | 2013-14      | 2014-15      | 2015-16      | CHANGE<br>09-'16 |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------------|
| Admin. & Finance   | 8.84         | 8.48         | 8.68         | 8.28         | 8.28         | 6.68         | 6.68         | 7.21         | -1.63            |
| Information Syst.  | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 0            | -1               |
| Elections & Reg.   | 0.6          | 0.6          | 0.6          | 0.6          | 0.6          | 0.6          | 0.6          | 0.66         | 0.06             |
| Assessor           | 1.7          | 1.7          | 1.7          | 1.7          | 1.7          | 1.7          | 1.7          | 1.7          | 0                |
| Tax Collector      | 1.75         | 1.75         | 1.75         | 1.75         | 1.75         | 1.5          | 1.5          | 1.5          | -0.25            |
| Town Clerk         | 2            | 2            | 2            | 2            | 2            | 2            | 2            | 2            | 0                |
| Land Use Dept.     | 1.33         | 1.53         | 1.53         | 1.33         | 1.33         | 5.04         | 5.22         | 5.22         | 3.89             |
| Conserv. Comm.     | 1.05         | 0.85         | 0.85         | 0.8          | 0.8          | 0            | 0            | 0            | -1.05            |
| Building Inspector | 2            | 2            | 2            | 1.6          | 1.6          | 0            | 0            | 0            | -2               |
| Fire Marshal       | 1.08         | 0.47         | 0.52         | 0.52         | 0.52         | 0.67         | 0.67         | 0.67         | -0.41            |
| Animal Control     | 1.4          | 1.4          | 1.2          | 1.2          | 1.2          | 1.2          | 1.2          | 1.2          | -0.2             |
| Comm. Center       | 5.25         | 5.25         | 5.25         | 5.25         | 5.25         | 5.25         | 5.25         | 5.25         | 0                |
| Police Services    | 16           | 16           | 15           | 15           | 15           | 16           | 16           | 16           | 0                |
| Public Works       | 11           | 11           | 11           | 10.4         | 10.4         | 10.4         | 10.4         | 11           | 0                |
| Solid Waste Disp.  | 2            | 2            | 1.6          | 1.6          | 1.6          | 1.6          | 1.6          | 2            | 0                |
| Human Services     | 1.1          | 1.1          | 1.19         | 1.19         | 1.32         | 1.23         | 1.23         | 1.23         | 0.13             |
| Youth Services     | 1.66         | 1.75         | 1.75         | 1.75         | 1.35         | 1.55         | 1.55         | 1.55         | -0.11            |
| Senior Services    | 2.06         | 2.06         | 1.96         | 1.96         | 1.96         | 2.06         | 2.41         | 2.41         | 0.35             |
| Public Library     | 4.94         | 4.78         | 4.64         | 4.64         | 4.86         | 4.89         | 5.21         | 5.21         | 0.27             |
| Recreation Dept.   | 3            | 3            | 3            | 3            | 3            | 3            | 3            | 3            | 0                |
| Parks & Fields     | 1.5          | 1.5          | 1.5          | 1            | 1            | 0.6          | 0.6          | 0.66         | -0.84            |
| MS Pool            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 0                |
| <b>TOTAL</b>       | <b>72.26</b> | <b>71.22</b> | <b>69.72</b> | <b>67.57</b> | <b>67.52</b> | <b>67.97</b> | <b>68.82</b> | <b>69.47</b> | <b>-2.79</b>     |

# HEALTH INSURANCE, PENSION & OPEB



# HISTORY OF OPERATING BUDGET (PERCENT CHANGE)

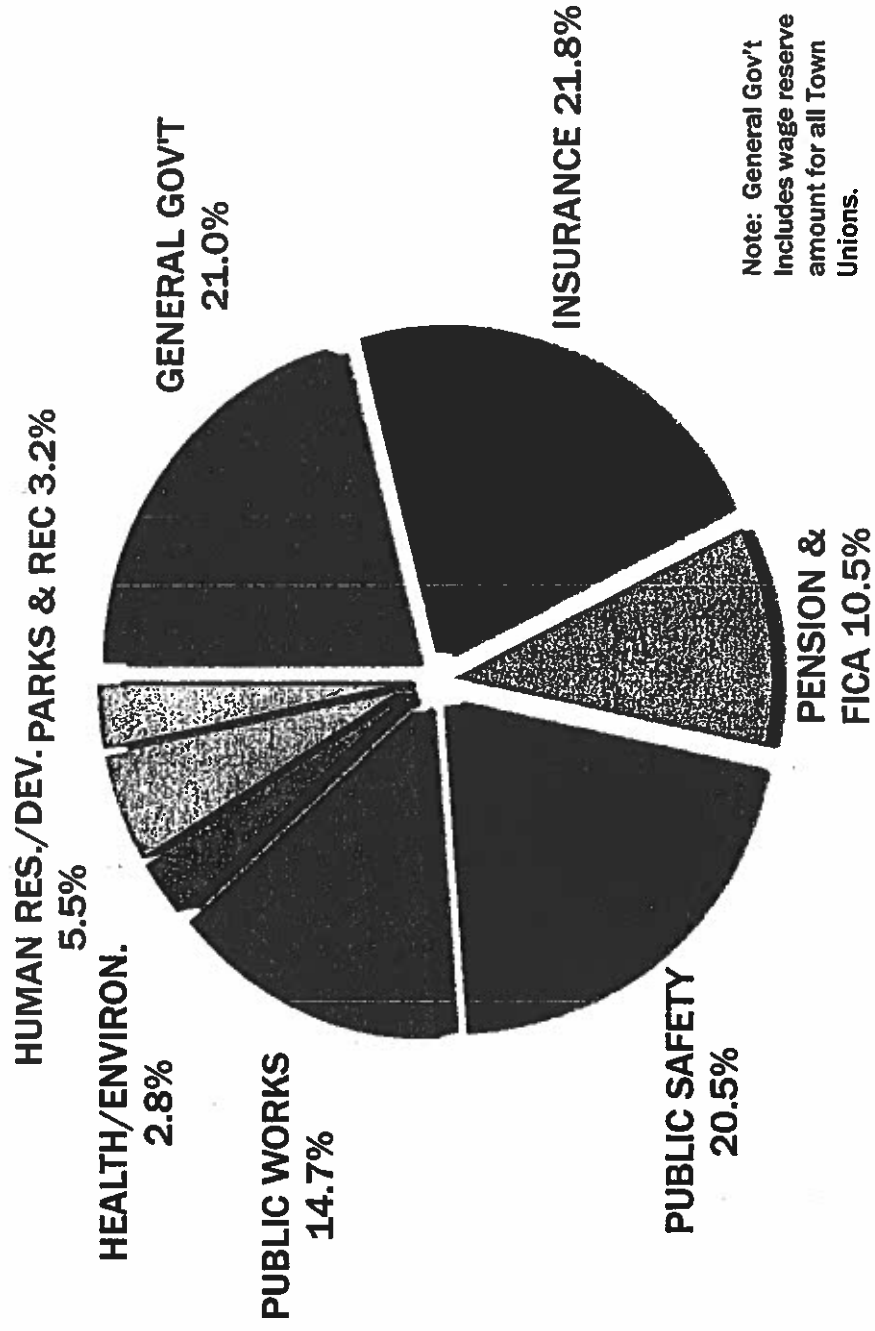


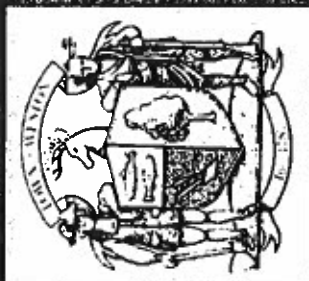
Proposed



# BREAKDOWN OF EXPENDITURES

(PERCENT OF BUDGET)





# **TOTAL CAPITAL BUDGET SUMMARY**

## **FISCAL YEAR 2015-2016**

**Request- \$1,379,558**

**Overall Capital budget increase - \$107,813 (8.5%)**

- Town budget increase- \$64,755
- BOE budget increase - \$43,058
- Primary budget drivers
  - Town Library improvements - \$360,000
  - BOE Oil tank removal - \$260,000
- Mitigated by \$50,000 offset from Capital Reserve Fund

**Note: Town and BoE budgets specified here each included 1/2 turf replacement fund and 1/2 water supply sinking fund**

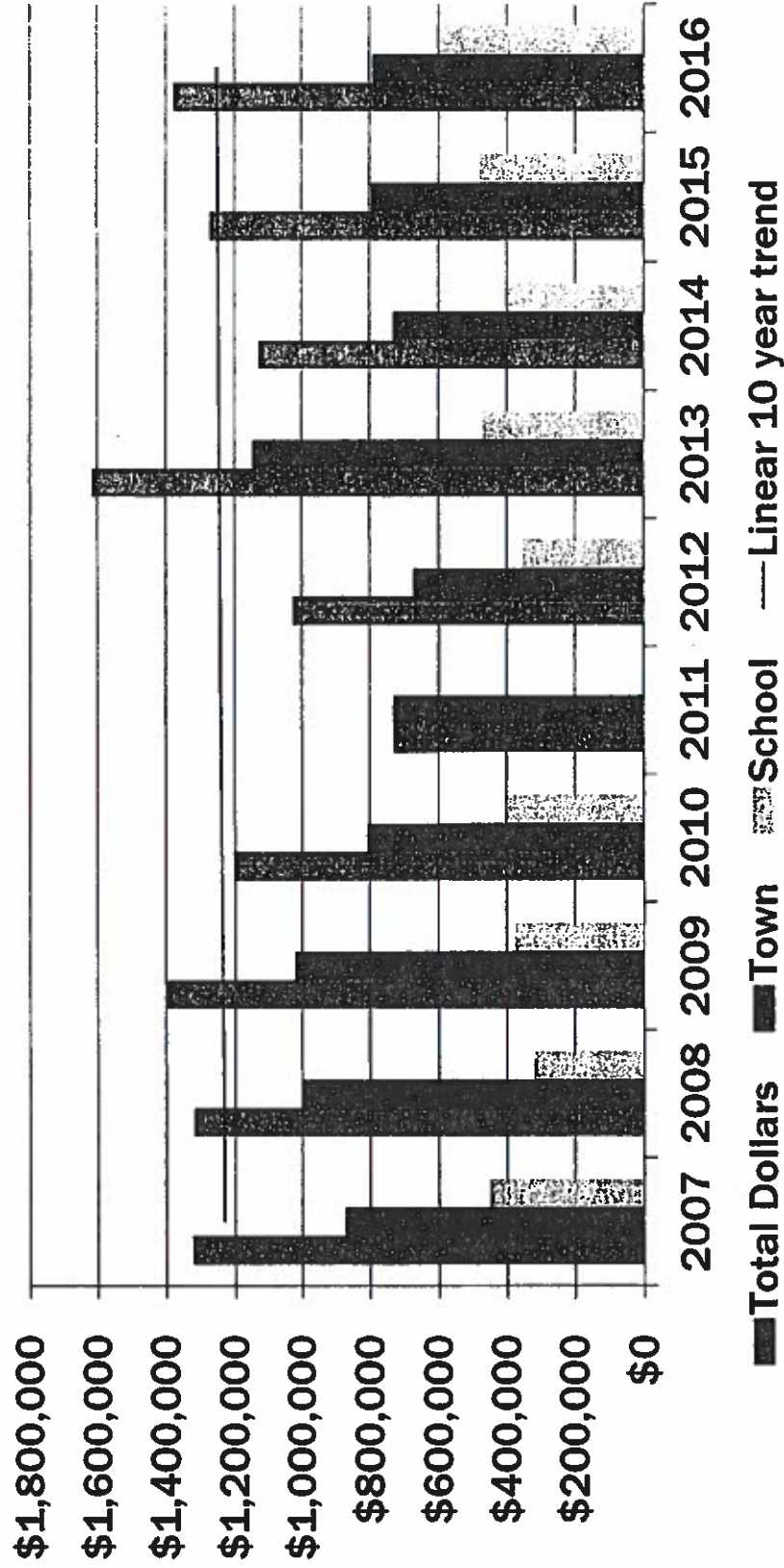
# CAPITAL BUDGET ITEMS

GROSS TOTAL: 1,379,558

| <u>Item</u>                       | <u>Amount</u> |
|-----------------------------------|---------------|
| Town Vehicle Sinking fund         | 275,000       |
| Town Bridge Repair                | 40,000        |
| Town Building Repairs             | 50,000        |
| Parks and Recreation Mower        | 12,500        |
| Library Renovations               | 360,000       |
| Town Hall Computer Replacement    | 13,000        |
| BOE Pool Area HVAC System         | 60,880        |
| BOE ES Replace Two Oil Tanks      | 260,000       |
| BOE MS HVAC Controls              | 31,100        |
| BOE Replace Pool Hot Water Heater | 10,000        |
| BOE HS Gym Air Conditioning       | 97,750        |
| BOE HS Courtyard Revitalization   | 20,000        |
| BOE HS Gas Leak Remediation       | 30,000        |
| BOE HS Repair Stadium Bleachers   | 15,700        |
| BOE Replace Skid Steer Equipment  | 45,628        |
| BOE Replace Infield Groomer       | 18,000        |
| Town/BOE Water System             | 20,000        |
| Town/BOE Turf Replacement Fund    | 20,000        |



# TOWN AND BOE CAPITAL BUDGET HISTORY

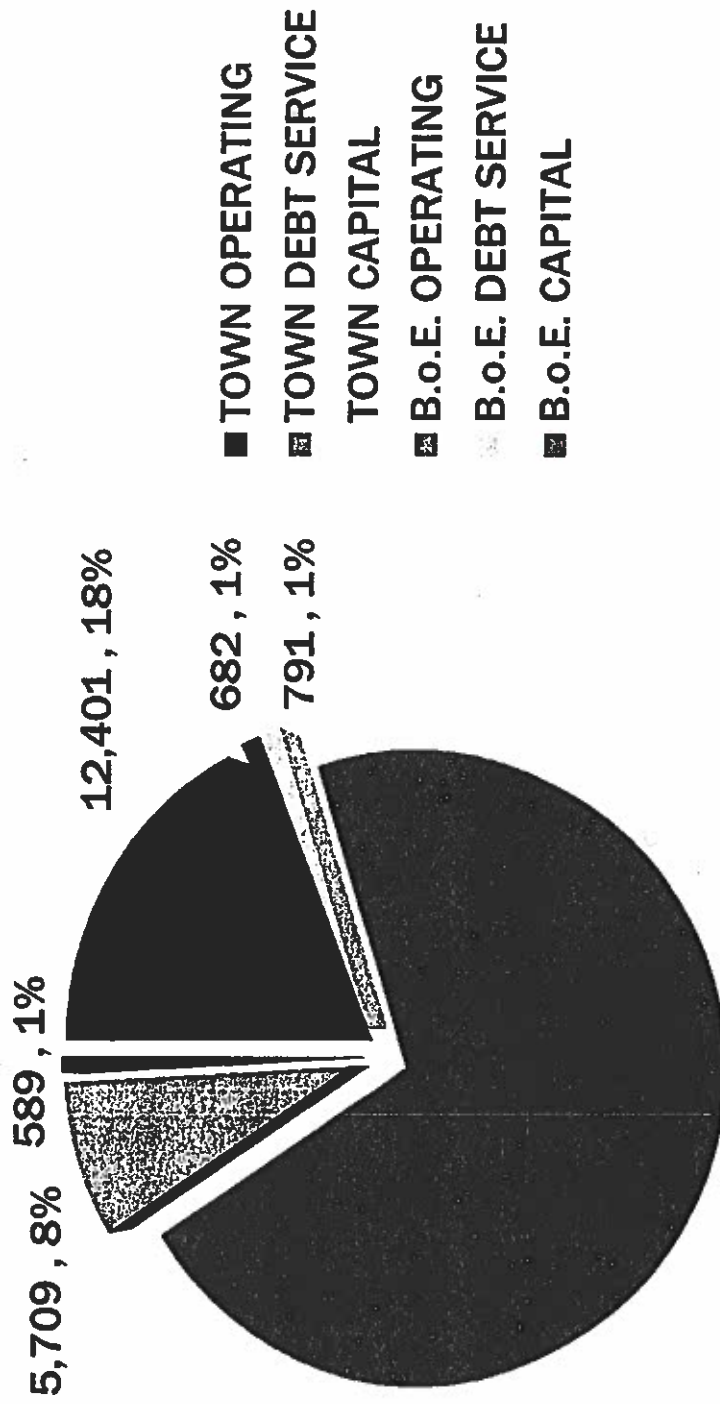


Note: Town Capital includes 100% of turf replacement fund and water system sinking fund



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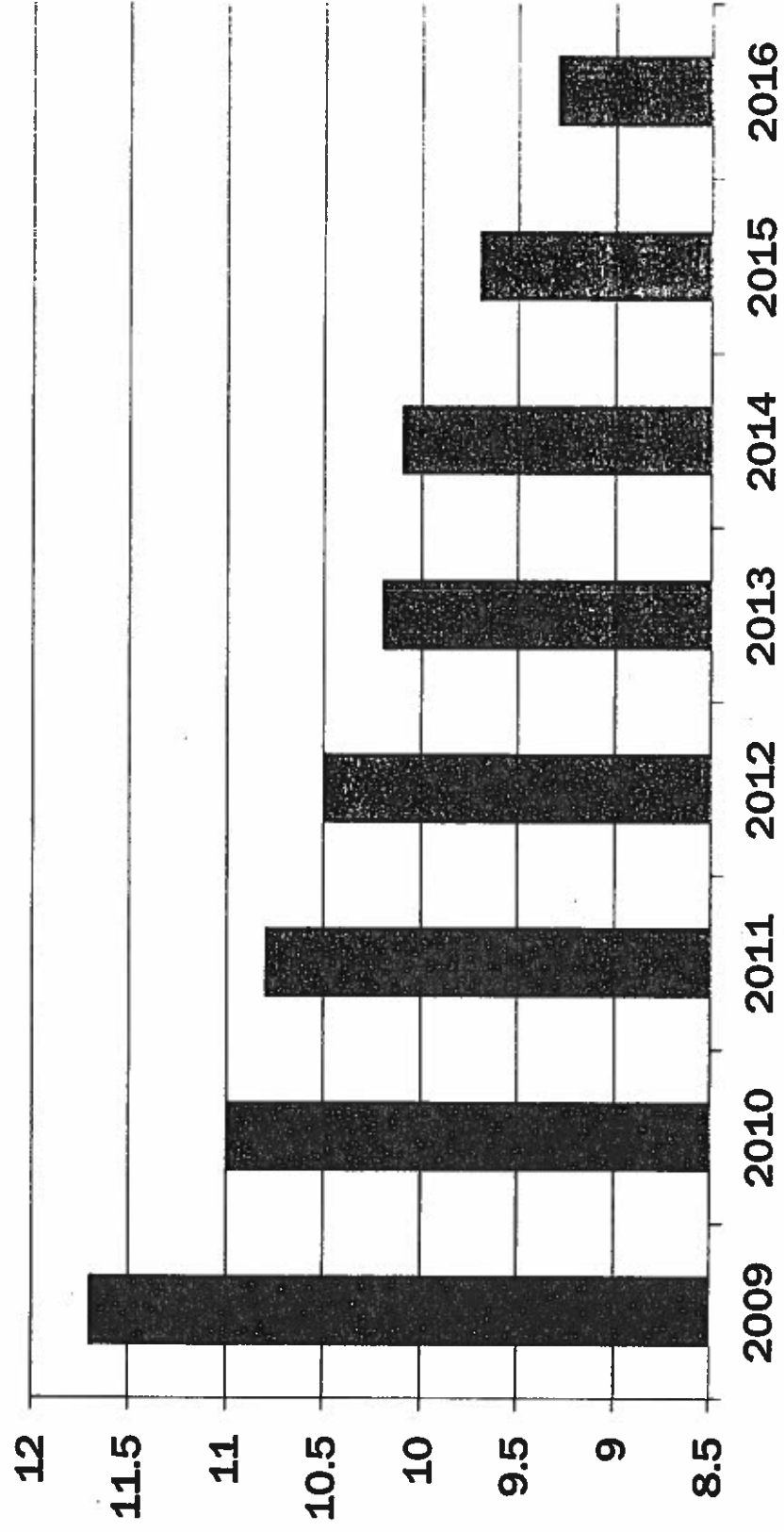
# BREAKDOWN OF TOTAL TOWN EXPENDITURES FY 2015-16



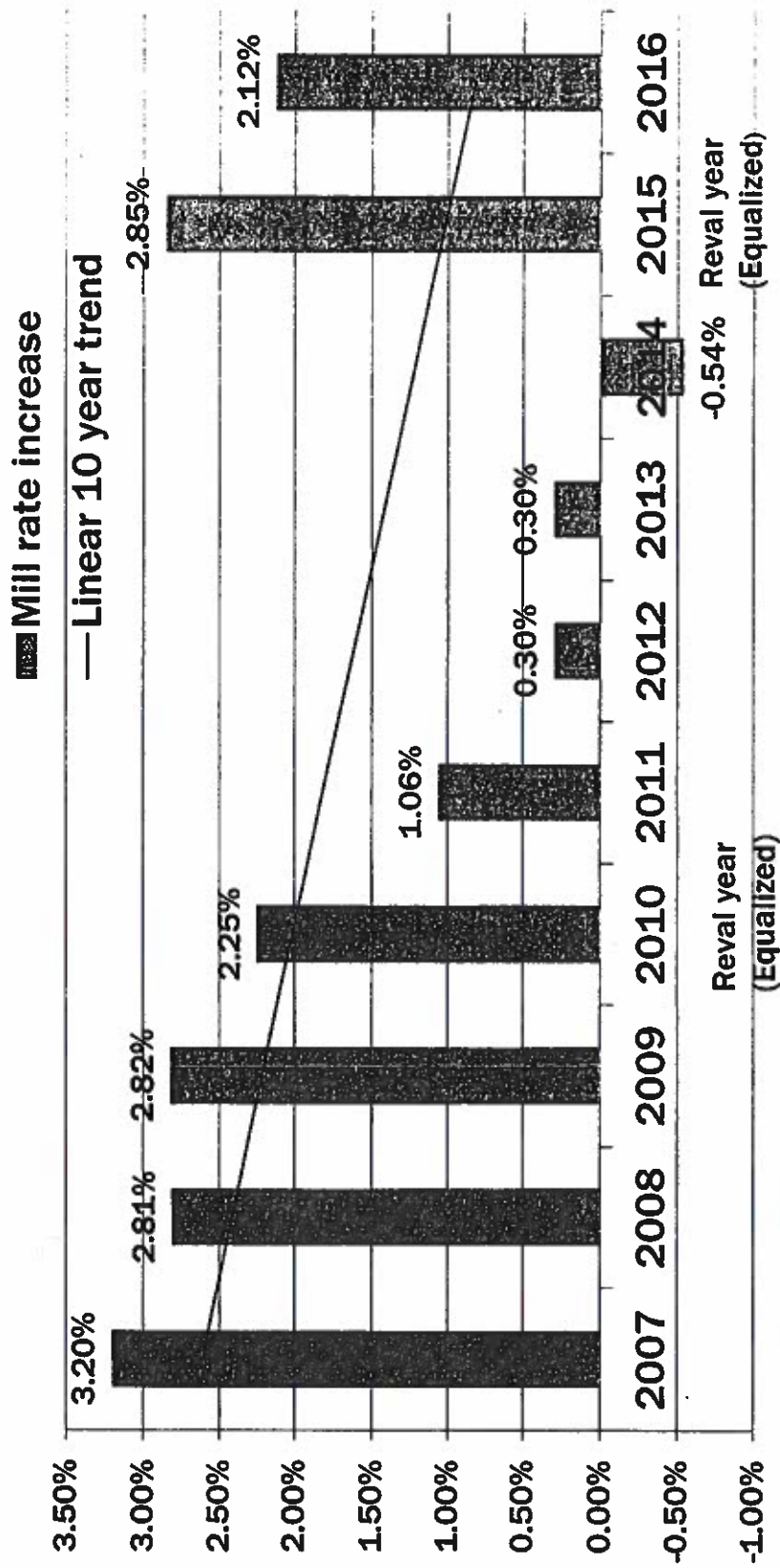
Total Town = 20%  
Total BOE = 80%



**DEBT (TOWN AND BOE)  
PERCENT OF TOTAL GROSS BUDGET**



# MILL RATE HISTORY (PERCENT INCREASE)



\* Does not include revaluation impact to the Mill Rate

# BUDGET HISTORY

|                              | <u>FY 14</u>  | <u>FY 15</u>  | <u>FY 15</u><br>(forecast) | <u>FY 16</u>  | <u>FY 15 to FY 16</u> | <u>FY 15 to FY 16</u><br>16 |
|------------------------------|---------------|---------------|----------------------------|---------------|-----------------------|-----------------------------|
| TOWN OPERATING BUDGET        | 11,713,441    | 12,101,393    | 12,167,061                 | 12,400,627    | 299,234               | 2.47%                       |
| TOWN CAPITAL BUDGET          | 733,728       | 794,745       | 794,745                    | 790,500       | (4,245)               | 0.53%                       |
| DEBT SERVICE - TOWN          | 694,124       | 692,130       | 692,130                    | 682,174       | (9,956)               | -1.44%                      |
| TOTAL TOWN BUDGET            | 13,141,293    | 13,588,268    | 13,621,820                 | 13,873,301    | 285,033               | 2.10%                       |
| BOE OPERATING BUDGET         | 45,575,418    | 47,364,856    | 47,364,856                 | 48,867,072    | 1,502,216             | 3.17%                       |
| BOE CAPITAL BUDGET           | 395,000       | 477,000       | 477,000                    | 589,058       | 112,058               | 23.49%                      |
| DEBT SERVICE - BOE           | 5,860,508     | 5,795,739     | 5,795,739                  | 5,708,789     | (86,950)              | -1.50%                      |
| TOTAL BOE BUDGET             | 51,830,926    | 53,637,595    | 53,637,595                 | 55,164,919    | 1,527,324             | 2.85%                       |
| Less: Capital Reserve Offset | (12,500)      | (10,000)      | (10,000)                   | (50,000)      | (40,000)              | 400.00%                     |
| TOTAL GROSS BUDGET           | 64,959,719    | 67,215,863    | 67,249,415                 | 68,988,220    | 1,772,357             | 2.64%                       |
| LESS: REVENUES               | 2,867,912     | 2,928,112     | 3,178,682                  | 2,948,112     | 20,000                | 0.68%                       |
| TOTAL NET BUDGET             | 62,091,807    | 64,287,751    | 64,070,733                 | 66,040,108    | 1,752,357             | 2.73%                       |
| GRAND LIST                   | 2,659,896,574 | 2,328,055,052 | 2,328,033,052              | 2,341,100,000 | 13,044,948            | 0.56%                       |
| BUDGETED MILL RATE           | 23.89         | 28.24         | n/a                        | 28.84         | 0.60                  | 2.12%                       |

Mill rate collection budgeted at 97.7% for 2013-14 97.8% for 2014-15 and 2015-16.

Note: Town operating budget includes all joint Town/BOE items

# TOWN BUDGET SUMMARY

FY 2015-16

(EXCLUDING BOE)

Town Operating Budget increase  
Town Capital budget increase  
Total town budget increase

\$ 299,234  
\$ 64,755  
\$ 363,989

Town debt service decrease  
Town gross budget

\$(9,956)  
\$354,033

20% of total revenue increase  
Town Net Budget

\$4,000  
\$350,033

20% of grand list growth  
Mill Rate Impact

\$ 73,678  
\$276,355

**Equals approximately a 12 cent or 0.42% increase on mill rate**

\*Capital budget includes ½ turf replacement fund, ½ water system



# QUESTIONS



Board of Selectmen review Board of Education Budget  
February 11, 2015

Present: First Selectman Gayle Weinstein; Selectman David Muller; Selectman Dennis Tracey; Town Administrator Tom Landry; Administrative Assistant Randi Derene; Superintendent Dr. Colleen Palmer; Chairman Board of Education Phil Schaefer, Members of the Board of Education, School Administrators; Weston residents

Finance Director Dr. Joann Keating was not present

This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.

Ms. Weinstein called the meeting to order at 7:30pm

**Pledge of Allegiance-** Ms. Weinstein led the meeting with the Pledge of Allegiance

**Board of Selectmen review Board of Education Budget-** Dr. Colleen Palmer and Phil Schaefer

Mr. Schaefer stated that keeping in mind the issue of declining enrollment, the school administration worked very hard on trying to keep the numbers down in this budget.

Mr. Muller thought the trend line is apparent and appreciated. We are looking at diminishing rates of growth, with a thoughtful approach in terms of the enrollment forecast. He commends the BOE for a thorough presentation.

Ms. Weinstein was excited by some of the proposals in this year's budget. Virtual learning, blended learning, and more technology into the school district. The big question is how we handle and manage that. Ms. Weinstein thanked Mr. Erik Haakenson for all the help that he has done on the town side with potentially contracting out our IT services to the BOE. She also thanks Kosta for all his help as well, as he has been very responsive to town employees.

The BOS begins their review of the BOE budget:

**Introduction:** No Comment

**Superintendent's Executive Overview:** Mr. Muller asked about some numbers that don't sync on Page 16-17. Dr. Palmer stated she will review this with Dr. Keating and verify the correct number. Ms. Weinstein asked about page 18, Employee Benefits MERS, asks about a decrease of \$21,000. Dr. Palmer said there was an update number given based on information from the Town Administrator. Dr. Keating will review this and confirm the Employee Benefits MERS contribution.

Mr. Tracey asks about the change in budget request from 3.17% to 2.92%. Dr. Palmer said it comes down to the technology configuration which brought about savings. With Mr. Haakenson's departure, they can hire one person to handle both the Informational Technology as well as the Educational Technology.

**Hurlbutt Elementary School:**

One general question that Ms. Weinstein had is regarding the co-team leaders (for both Hurlbutt and WIS). Why the need for 2 team leaders for 7 teachers? Dr. Palmer replied

Board of Selectmen review Board of Education Budget  
February 11, 2015

that the district has the right to have 1 or 2(co) team leaders, according to the Union contract. Depending on enrollment next year, we may only need 1 team leader. This level of support for our teachers has proven to be successful. Team leaders meet before or after school with the principal, and get together with other team leaders.

Ms. Weinstein asked about PBIS, and wanted to know if is this the first year we are having coaches added to the budget? Dr. Palmer said this is the first year we are having one paid coach in each of the schools. The State requirements have impacted the workload of our schools administrators.

Mr. Muller asked if the decreased enrollment is impacting some of the specials, and why is it limited to only certain classes.. Dr. Palmer responds why certain specials were reduced and other weren't based on looking at need of each one.

Dr. Palmer also explained to Mr. Muller that there is an increase for certified reading specialist teachers, but a reduction in the reading para-professionals.

Mr. Tracey asked about declining enrollment...He sees great effort in adjusting staffing, but asks if we need to change our number of administrators. Dr. Palmer explains that they have already changed the Hurlbutt assistant principal to a PT position...If enrollment declines further, they would eliminate that position. Other staff adjustments would be made as needed, but Dr. Palmer does not feel they are over staffed at this time.

**WIS:** Mr. Tracey asked to clarify Research Based Literacy interventions. Dr. Palmer explained they are looking to increase the certified literacy staff members at WIS as they did at Hurlbutt.

**Weston Middle School:**

FACS (Family and Consumer Science) will be removed and being replaced by S.T.E.M. inquiry based classes.

Ms. Weinstein questioned the number of activities and stipends that we have. Why are activities continued to be funded in addition to the stipends if they are not going to be continued? Ms. Watkins replied that she wants the flexibility to have additional stipends so that they can be moved around depending on programs requests. Some programs don't take off and others are introduced. Clubs and Activities are in constant flux. Mr. Tracey makes a point that if they think a club is not going to run the following year that money should not be put in the budget. Ms. Weinstein wanted to make sure that money that doesn't need to be used is not allocated. Every \$25,000 saved means our mill rate can be reduced by a penny.

**Weston High School:**

Ms. Weinstein is very pleased that AP Latin is being offered and very happy to hear that there will be additional staff at the High School to deal with overcrowding in the classrooms.

Regarding all four schools – Ms. Weinstein is pleased to see additional student support in all schools for reading intervention, writing help and math help.

Mr. Muller questioned the decision to remove geophysical science, a CAPT subject area, and change to a lab based science program. Dr. Palmer states that rather than teach to the CAPT test, we are focusing on being more forward thinking ... lab sciences speak higher on college applications then results of these CAPT tests.

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Mr. Muller also questioned why on page 86, why is the parking fee showing up as an expense. Dr. Palmer says it comes in as revenue, so she says she will ask Dr. Keating to clarify.

Ms. Weinstein asked again about the stipends in the high school – p. 89, noticing some clubs have an advisor who is volunteering, vs. other advisors who are getting paid a stipend. Dr. Palmer explained that when a club is first introduced, the advisor does not earn a stipend until it is proven to be a club that is sustainable.

Ms. Weinstein also questioned the amount of stipends budgeted for the High School theatre performances. All the levels of adult support are explained.

The activity fees for theatre productions – facility fees – why isn't there something similar to the fees charged to families of students participating in sports. The facilities committee has a proposal for fees for theatre students. Ms. Weinstein also asks about ticket sales. Why isn't there an offset for the ticket sales? A resident who is involved in the theatre productions states that the sales of the tickets are offsetting the costs of putting on the production. Ms. Weinstein said it would be helpful to see that written out.

**Athletics:**

Mr. Muller asked about the family cap of \$300 which might get raised slightly due to an increase in facility fees. Mr. Muller then refers to p. 93 looking for an explanation on "Unified Sports". He also questioned the revenue impact on having lighting available for out of district use of the facilities. Dr. Palmer responds that there is no increase due to the security that needs to be hired for these events. Lois Pernice, Director of Special Education, gave a description of Unified Sports, which is a program run through Special Olympics. Each student on a team has a regular education student as a mentor and a coach. They play other teams in other districts. It was a very positive program that will be continued.

P.94 and p.95, Dr. Muller questioned the exact same dollar amount on supplies - Dr. Palmer said that Mark Berkowitz, Athletic Director does a great job managing supplies and keeping costs down. Ms. Weinstein suggested that usage should be tracked so we have an idea of each sport. Also sports participation needs to be looked at, with gymnastics being of particular concern.

**Special Education:** Lois Pernice, Director of Pupil/Personnel Services

Ms. Weinstein asked about the budget number about two unknown placements and two anticipated agreements. Why is this number the same every year? Ms. Pernice said there some students that they don't know how pending mediation will turn out, so the allowance of 2 students serves them well. .

Ms. Weinstein brought up a discussion of the new in-house program that they want to bring forward, Effective School Solutions. This is a program that would allow the schools to bring back students that are currently outplaced due to significant emotional difficulties that keep them from learning successfully. Staff would be brought in for individual therapy, group therapy, and family therapy. Students who are referred for this program would be assessed to see if the student would be appropriate for the program. Goal is for students to be able to stay in our schools and get a higher level of education. This program has been successful run in a school in New Jersey. Mr. Tracey confirmed this is a program we would contract with, and they proved the resources. We would



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have two staff members for up to 18 students. This program can help students who are at "at risk" as well. Early intervention, safety net on site.

Ms. Weinstein stated that she is a little surprised that we have reached a critical mass of students that we are looking to bringing a program like this in house, but on the other hand, if we have students that are in need of such a program, she is glad that we are addressing it. She doesn't see that offsetting the cost of this program in this budget. If there is savings from outplacements, that should be shown as an offset against cost. Mr. Schaeffer said it's a tricky area to talk about. Dr. Palmer says that there are some families that will keep their child where they are, not coming back to the district. And other families that are unsure. So there will be a transition time until they start seeing more of these students kept in house. It might take a year or two to see financial benefit. Ms. Weinstein suggested that they start asking parents if they would be interested in this program before they present this budget to the BOF. They only need one student who is interested, and that would create an total offset in their budget.

Mr. Muller asked how long we need to run this program to see if it will be cost effective... 2 years? 5 years? Mr. Schaeffer replied it certainly would need a few years to see effectiveness. Ms. Weinstein wanted to know that given the cost of the program, which at \$70,000 should there be a cost vs. benefit analysis done to see if it is worth it. Dr. Palmer added that she thinks the program is more than \$70,000. Ms. Weinstein reminded Dr. Palmer that they only allocated \$70,000. Lois Pernice clarified that was an additional anticipated increase in the budget that they were not going to is able to offset by bringing students back into the district. The savings from MERS was moved into the Special Education budget and is going towards this program. Mr. Tracey asked about the total program cost. Ms. Pernice stated it costs around \$260,000. Mr. Tracey also thought, like Ms. Weinstein, thought that the program cost \$67,000.

Mr. Tracey pointed out that the statement in the BOE Budget book is misleading "As a starting point we have allocated \$67,000 in the budget for the program" Dr. Palmer said that if this wasn't communicated appropriately, they will highlight that in a different way. She wanted to make it clear that funds that would have been used for outplacement, would be applied towards this internal in-house program. Mr. Muller clarifies the \$200,000 differential is the cost recouped from bringing students back into the district. Ms. Pernice stated that this is still in planning stages and they still need to have conversations with families.

Ms. Weinstein asked Ms. Pernice about the \$10,000 budgeted for the drug and alcohol testing. She read that the bulk of this amount is going towards teacher training or guidance counselor training, so why wasn't put in the professional development budget? She was then told it was going towards drug testing so kids who were asked to leave for drug related issues can get back to school sooner. Ms. Pernice clarified that it would cover a combination of the two. Ms. Weinstein asked if perhaps the budget could be reduced since all the guidance counselors have already received this specific training.

**Pupil Personnel Services:**

Mr. Muller asked about an expense for \$8000 for test administration. Is this a cost of having the test in Weston, and is there no reimbursement? Ms. Pernice replied that the \$8000 is for the two tests (PSAT and SAT) and it is for the offset for the people that monitor the testing. Dr. Palmer added that there is some offset from the fees that the

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students pay to take these tests, but it still costs the town money. She will get the breakdown for the BOS. Dr. Palmer adds that for the PSAT, because we offer this test during school, the school absorbs the fees for the students.

Ms. Pernice wanted to state on record that there was no intent to hide information regarding the ESS (Effective School Solutions). She said that there was some available funding to put towards this program, but it is very sensitive in terms of talking to the families. There haven't been any conversations yet. Ms. Weinstein just wanted to be clear: it was very misleading to give the impression that the total program cost is \$67,000 when in fact it costs \$260,000. Mr. Tracey added that their budget books should be changed. Dr. Palmer will make sure this program is communicated clearly going forward.

Ms. Weinstein stated that Speaker of the House Sharkey said that he is very intent on regionalizing special education and putting all of Special Ed under the RESC umbrella. And if the schools choose not to participate, then you may be putting your excess costs funding in jeopardy. How does this program have an impact on what they are talking about on the state level regarding special education? Dr. Palmer responded that what concerns her about a "one size fits all" approach is it doesn't take into account what is best for the children. Financially it will hurt the town.

**Curriculum and Instructional Improvement**

Mr. Muller questioned if more and more textbooks are available online, why are we spending so much money on books? Dr. Palmer explained that the publishers have changed their pricing policies, and are allowing you to buy the electronic version, but for a slightly higher price you can get the digital and hard copy. So, we end up spending the same amount of money for the eBook as for a hard copy. Dr. Craw explained that the price of books in this budget has gone up 11% because, of the selection of books that are required for next year. Communications going up 18% as a result of a reduction in the federal funding of e-rate

Consulting services... If we have a director of digital learning, why do we need additional training for staff? Don't we have technology integrators to help with that? Dr. Palmer said we can look further into this as we haven't yet hired the new director of digital learning.

**Technology:**

Mr. Muller asked about the license payments. Mr. Haakenson explained how the payment models for each license works, and how it is more cost effective to have a building license rather than a district license. Ms. Weinstein asks if anyone is monitoring the use of all the various software... Mr. Haakenson confirmed. She also questioned the administrative software, Mr. Haakenson explained that they all have different functions and are all needed. Dr. Palmer added that the district has a master planning team put into place to review all of the data resources that have been allocated and make sure they make a difference.

Ms. Weinstein mentioned that she is excited with the direction that the district is moving in, with more digital learning. The BOE will be hiring a new Director of Technology and Digital Learning and Innovation, and Ms. Weinstein is concerned about increasing the technology integrators in all of the schools without knowing what direction this new

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hire will want to go. (p.120) – Dr. Palmer said it's not just about hiring one person, it's more of a mindset for our district- looking at a major shift, being at the forefront of using digital tools. Both for our students and our staff. They are defining standards of what teachers need to know.

Ms. Weinstein also questioned the tremendous amount of computers requested in this year's budget. Last year 206 Chromebooks were requested for the smarter balance testing. We have 2225 computers in the district. After the old ones were removed we had 1800-1900 total computers in the district. This year, they are requesting 630 Chromebooks, district wide. Mr. Haakenson explained the need for these new Chromebooks, including great functionality as well as some of the equipment has aged out. About 400 laptops need to be replaced (that are 5-6 years old). They also applied for a technology grant that would cover the wireless expenses. Students will be encouraged to bring their own devices. Dr. Palmer explained one of the big reasons for ordering these devices is so when there is testing going on school-wide, teachers in our classes will still have access to devices.

Mr. Tracey asked if students can use their own devices to take these tests? Dr. Palmer said that during testing, it would be easier and less time consuming if each student has their own identical device, provided by the school...Problems arise if each student has their own device.

420 HP Laptops is what will be phased out...(they are 5-6 years old).

**District Administrative Services**

Mr. Muller asked (p.129) about the dues and fees. He wants to make sure they are all necessary. Dr. Palmer confirmed.

**Facilities:** Joe Olenik

Mr. Muller questioned p.135; increases in contractual services. Mr. Olenik stated that they have contacted each service and they each have an increase in contracts. Ms. Weinstein questioned why we need to start removing excess emergency lights at a cost of \$15,000. Mr. Olenik replied that the schools have emergency generators, so you don't need the lights anymore...By removing them, we save on the annual service contract. Increased allocation for tree trimming service. There are trees that are rotted (in the courtyards, on school campus) that need to be taken down to prevent them falling on someone. Increase allocation for locks and keys. (\$1000 over original budget) – there are some schools that are not fully on grand master key, so we want to correct that. p.133 Cost sharing parks and rec – the number we were given by JoAnn was \$36,710, not \$35,590 – Ms. Weinstein asked for the breakdown of electricity, oil and gas, Mr. Olenik will follow up with Dr. Keating. Increases seem high compared to what we are budgeting.

Mr. Muller asked Ms. Weinstein, when we budget for the town both snow plowing and paving, is there no cost efficiency to having one allocation that having it done separately (one through the town and one through the schools)? The town does not plow the parking lots, just School Road, as we don't have the man power.. The school now has their own plow, donated to them from the Town, to take care of the parking lots.

Ms. Weinstein questioned the maintenance projects.. p. 136

Board of Selectmen review Board of Education Budget  
February 11, 2015

Hot Water Warrantee WIS put that in Sept 2005 – 8-10 year warrantee, Mr. Shaefer will look into that.

Repairing the indoor bleachers at the Middle School – there will be two primaries this summer – so before this is scheduled, they should coordinate with the registrars.

Ventilation in the high school team rooms – Ventilation was never completed. This needs to be fixed.

Bleachers.. Struts and motors need to be repaired. Mr. Olenik wants to bring in certified contractors.

Charging Stations: \$1500 – is this something that the PTO would be willing to pay for?

Dr. Palmer said it could be discussed. This is an estimated cost by doing a walkthrough with electrician.  
work.

**Capital:** The requested wooden guide rail on School Road doesn't meet the requirements for the Town capital budget as it needs to be over \$10,000 and have a useful life of 10 years.

Oil Tank replacements- In the proposal, it was for the tanks at North House and East House. In the budget book it says South House and East house. Mr. Olenik confirmed it is North House and East House. There is a contingency of \$99,000 – Ms. Weinstein suggested to put money into a designated sinking fund instead of tying up almost \$100,000. Ms. Weinstein asked Dr. Palmer to find out the insurance deductible of we find we have a spill.

Pool Dehumidification: Mr. Olenik sent info to Mr. Jack Davidoff. Need to work out changes.

North and South House courtyard revitalization: Ms. Weinstein just wanted to clarify that this was additional work, not the same project twice as it is listed in tier one and tier two. Dr. Palmer clarified that this year they will repair the North and next year the South courtyard.

Ms. Weinstein suggested that they repair the visitor side bleachers now to ensure they are safe.

Mr. Tracey questioned \$800,000 for air conditioning. It was clarified that it is a request for next year. The only A/C that is being done this year, in Tier One, is for the HS gymnasium.

Ms Weinstein reviewed that the Capital Budget items for the BOE are: Oil Tank replacement, the controls on UV/AV wing of WMS, domestic hot water heater replacement in pool, pool dehumidification, AC for the High School, North courtyard revitalization, science wing gas leak remediation, repair the visitor side bleachers and stadium, skid steer and infield groomer.

District Wide: Ms. Weinstein said that she will send an email to Dr. Palmer with more questions, as they are more for Dr. Keating.

Internal Services Fund: no questions

Revenue Report: no questions

Special Revenue Grants: no questions

Supplemental schedules and information: no questions



Board of Selectmen review Board of Education Budget  
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Meeting adjourned: 10:27pm

Respectfully submitted,

Randi Derene  
Administrative Assistant

Approved: 5/7/15

Selectmen's Meeting Minutes  
Monday, February 23, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Superintendent Dr. Colleen Palmer, Chairmen of the Board of Education Phil Shaefer, School Business Manager Dr. JoAnn Keating, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

**Ms. Weinstein called the meeting to order at: 7:30pm**

This meeting was recorded and videotaped. Copies are available in the Selectmen's Office. The meetings are available for viewing online via the Town's website.

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding the Board of Selectmen's review and transmittal of the Board of Education's budget to the Board of Finance. :** Dr. Colleen Palmer and Chairman Phil Schaefer

Ms. Weinstein has some questions to ask Dr. Keating. Regarding the MERS calculations, Ms. Weinstein asked if any of the people are P/T or work less than a 20 hr. min to be in CMERS. It seemed like in every column it was 100% that went towards the MERS calculations. Dr. Keating replied all employees that are under the MERS calculations do meet the 20 hour threshold. She did some reductions in the facilities dept. where some stipends etc. were not MERS applicable. Summer help does not qualify. Regarding summer, Ms. Weinstein, she said it wasn't pulled out in SPED and not pulled out in Facilities. In SPED it does count towards CMERS as it is part of their salary, but for Facilities it was pulled because it is not guaranteed it is one of our employees, it could be just a summer job for someone.

Regarding energy, Ms. Weinstein stated that the commodity cost is going up by 20% but the demand by transportation and distribution that we got is only going up about 1.5%. And Rick Darling said the average is between 1.4 and 2.7%. She stated that Dr. Keating has budgeted a rate of 10% increase for that at a cost of \$35,000. The company that we use also charges an additional rate on top of that. Dr. Keating confirmed that what we do pay is the amp. Once the demand hits a certain level, usually at this time of year, we do receive bills for 3 or 4 months, for several thousand a month. She had to put in some funding for that. Ms. Weinstein asked her to look at that number again since it was just an estimate.

Regarding the adjustments that are being made, Ms. Weinstein stated that Dr. Keating decreased the rate adjustment for field lights by \$6100, and wanted to know if that is the \$800/ month? Dr. Keating said it is not a complete wash of \$800 a month, probably more like 30% differential. Even with the 25% reduction in heating oil, that it still doesn't reach the break even for oil. Ms. Weinstein added that the current price stated in their memo is 2.3472, which is actually the rate for next year. Dr. Keating confirmed.

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Regarding technology, Erik Haakonsen couldn't be here tonight, so Ms. Weinstein will pass on her concerns to the BoF to take a closer look. The information provided in the memo still doesn't match the actual number of computers purchased. One of her biggest concerns is that they budgeted for a certain amount of computers, and when we lease them, we lease them for more than what we budgeted for. On top of that, there were actuals not included. The list of philanthropic grants and donations do not match the actuals that were provided to the BOS. Dr. Palmer asked Ms. Weinstein to forward the questions to the BOF and they will review with Mr. Haakonsen.

Ms. Weinstein asks for confirmation that all philanthropic donations had to be approved by the BOE. Dr. Palmer replies that these donations do get approved by the board. Ms. Weinstein points out the grants listed are not on the list. Dr. Palmer said she will review with him as well. -Inconsistencies re the SPED numbers that were given to us, she has concern about what the BOE knew that they approved as well as the decrease that came from the change in Erik's position. Because of the timing of the BOE meetings, they never voted on amending their budget request to include the change in the IT structure or the reduction in the SPED request. Ms. Weinstein wants to make sure we are all on the same page, that the number that BOS will have to bring forward in the documentation to the BOF is the original 3.17%. Mr. Phil Schaefer adds that once the BOE adopts a budget and hands off to the BOS and the BOF, we don't have to formally make any changes as a vote as a board. He confirms that any information needs to be communicated clearly to all the stakeholders. In the case of technology, the board was aware of the situation prior to Eric formally resigning, but couldn't be discussed at a public meeting before a formal resignation came in. So the board was fully aware situation and the IT/ET proposed changeover from our administration. In terms of the decrease recommended for the excess operating cost if and when we bring in the ESS into the schools. The board was aware that it made sense to take the proposed excess startup cost off the table since there was uncertainty whether the program would run at all. Mr. Schaefer said that he will discuss this tomorrow at his BOE meeting regarding the IT/ET switchover and the BOS recommendation to take the \$67,000 off the table for consideration for this ESS program. The BOE is still in the explorative stage with this ESS program, and unfortunately some of the transmission of information along the way was not clear. Mr. Schaefer apologizes for that on behalf of the BOE.

Ms. Weinstein says that they need to have a public discussion with the whole board re the IT/ET situation.

Mr. Tracey wants to clarify that what has been given to them is the 3.17% increase BOS budget with comments from the administration which recommends certain changes (the IT/ET structure and the reductions of \$67,000 for the funding gap for ESS) Mr. Schaefer confirms, but adds that along the way things can change before the BOF votes.

Ms. Weinstein has one more question for Dr. Keating. Looking at the year-end (June 2014) financial report and noticed that you have several encumbrances. Under maintenance projects, there is an encumbered \$65,000 for this year. What is that for? Dr. Keating replies that is a

commitment that is made at the end of the year for a specific purpose. Projects that come in after June 30<sup>th</sup> are paid through the encumbrance account and are expensed in the prior year, but not paid until the following year.

Mr. Muller said there is a reconciliation process for each encumbrance. Dr. Keating doesn't remember off the top of her head what the \$65,000 was for. Ms. Weinstein asked because the budget was "0", so to have an encumbrance of \$65,000 brought up a concern. Mr. Muller says that we are looking at a large number, so when we are looking at an opportunity to come in at a lower number, he would want the town to address that to try to get to the lower budget of 2.8 %. There were a lot of questions asked during this cycle, and he appreciated the hard work that went into answering all of them. The largest expense of this town goes toward the school... which is why we pay such careful attention. Mr. Tracey says yes we have asked lots of question, not criticizing educational judgments. This is one of the best educations that money can buy. It's been delivered excellently and at a reasonable cost.

Ms. Weinstein is very pleased about the direction this district is heading... blended learning, virtual learning, reducing the high school class sizes, adding new classes at the HS, reducing the numbers of sections at the MS, changes to the interventions system wide such as having teachers in place for early reading intervention and adding writing workshops at the high school. These are all really positive changes that will benefit our students. The reality is we are facing declining enrollment and we don't have the grand list growth to cover increasing costs of rising budgets. Ms. Weinstein notes that all of our administrators have come forward with what they feel is an appropriate budget for balancing the needs of our community with the needs of our student population, but she doesn't feel the pencils were sharpened quite enough. She makes it very clear that she is not looking to cut any programs or increase class sizes. Looking at other areas though... technology: cut back on computers purchased and still have plenty to go around... so Ms. Weinstein recommends cutting back \$100,000 from the purchase of new ChromeBooks. Regarding additional teacher technical training for \$6,500, Ms. Weinstein questions why we need this when we are looking to put in an increase in technology integrators whose role is to teach teachers how to use this integration in everyday life. Regarding stipends, at the High School, she recommends they increase the number of stipends that they have, because you have a large number of programs that are run by teachers on a volunteer basis. At the middle school – there are many programs that are in the budget book that don't appear on your club list (i.e. Math Counts, Science Olympiad, Writing Lab, Mock Trial, Debate Club, School of Rock and Marching Band) \$8300 to stipends for clubs that are not on your list. If they are not on your list, then Ms. Weinstein questions / assumes they are not happening this year. Ms. Watkins explained that Mock Trial is active this year, but it takes place during school hours, and the stipend is used for weekend or after school trials, which are paid by the hour. Ms. Watkins clarified that the stipends requested for clubs that didn't run this year, will be offered again next year... and if they don't run next year either, another club will be offered and that stipend can be used elsewhere. Regarding additional PBIS coaches... historically the assistant principal has handled this... regarding behavioral issues... this is an additional \$11,000 that she feels could be cut. Drug and alcohol problem... understands it is an issue at the Middle and High School. She would like to see more programs at the Middle School... and she questions



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why we pay for drug testing for students... should be parent's responsibility. Asking why we want to cover that instead of the parents. Marimba not a necessity... \$3000 can be saved there. Perhaps the PTO can raise money for that purchase. Regarding facilities, Mr. Olenick has been doing a great job, but she thinks that some of the contracts and services could use a closer look. Given the reduction in students, she would like the bus routes to be looked at again... for every bus route that we have she thinks it can be reduced by approximately \$22,000, especially with the use of the new software that is now available.

These are just recommendations, but not ultimately her decision. What the BOS needs to decide is what the Town can afford. Ms. Weinstein feels that 2.5% is a Town increase that is acceptable, and would like to ask the BOE to mirror that increase. Mr. Tracey adds the emphasis of the importance during periods of declining enrollment the need to reduce our infrastructure costs if we are ever going to see material savings. This needs to be key priority in the coming 12 months. There are way too few students for the infrastructure that we have. The more costs that can be shared with the Town the better.

Mr. Muller said that he is most concerned with the technology budget. He said we need to recognize these types of line items that we can control. Residents continue to ask why our budget numbers are going up when the school population keeps going down. We need to address this issue. Dr. Palmer adds that she would like to request an in-depth examination of the technology budget so she can provide more thoughtful answers to all the BOS's questions. Mr. Muller does support standardized technology, and Dr. Palmer adds that the school would make sure they can maintain this fleet of technology.

Mr. Muller makes a motion to approve the transmittal of the BOE budget to the BOF for the amount of \$48,548,977.00. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the Board of Selectmen's review and transmittal of the First Selectmen's budget to the Board of Finance**

Capital Budget: After we made the appropriation for the chief's car, Mr. Landry took another look at the Vehicle Sinking Fund and she would like to reduce the budget by another \$25,000. Also, she would like to keep the money in the sinking fund that was originally allocated for the oil tanks.

Mr. Tracey asked a question about the Selectman's budget. He made a request to increase the First Selectman salary but it has not been included in the budget. He would like to request but Ms. Weinstein said she could not honor that request. Mr. Tracey said the salary that they approved for the last 6 years has been \$43,875. That is significantly below comparable salaries in peer towns. He feels we are falling far behind a reasonable salary and feels this is the time to increase it. He would like to increase to \$60,000 for First Selectman, feels it is commensurate with the job. Mr. Muller agrees with the comments and knows there have been previous attempts to raise the salary but it has always been rejected by the incumbent. Ms. Weinstein feels it is too high. Mr. Muller makes a suggestion of splitting the difference and making it

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\$52,000. Mr. Tracey agreed. Mr. Darling updated the total Town Operating budget to \$12,408,752.

It would be little over a 2.5% increase. (Approximately an \$8000 difference). Ms. Weinstein thanked the selectman and appreciated the increase.

No other comments regarding the Town Operation Budget.

Only change is the \$25,000 reduction from the Vehicle Sinking Fund.

Capital Budget is now \$1,304,558

Mr. Tracey moved to transmit the First Selectman's budget to the Board of Finance in the amount of \$12,408,752. Mr. Muller seconded. Motion carried unanimously.

Mr. Muller moved to transmit the Capital Budget to the Board of Finance in the amount of \$1,304,558. Mr. Tracey seconded. Motion carried unanimously.

Mr. Tracey moved to transmit the Debt Service budget to the Board of Finance in the amount of \$6,390,963. Mr. Muller seconded. Motion carried unanimously.

**Executive Session: Litigation Update**

Ms. Weinstein made a motion to move into Executive Session to discuss the litigation update. Mr. Muller seconded. Motion carried unanimously.

**Adjourned: 8:28pm**

Respectfully submitted,  
Randi Derene  
Administrative Assistant

Minutes Approved: 11/19/15

Selectmen's Meeting: Minutes  
Thursday, March 5<sup>th</sup>, 2015 at 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

**Ms. Weinstein called the meeting to order at: 7:38pm**

This meeting was recorded and videotaped. Copies are available in the Selectmen's Office. The meetings are available for viewing online via the Town's website.

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

Mr. Muller and Ms. Weinstein first congratulated Mr. Tracey, along with all the coaches, and of course the Mock Trial students, for winning the State Championship.

**Discussion/decision regarding the appointment of Andrew Cumming to the Veteran's Affairs Committee for a term to end December 31, 2016;** Andrew Cumming  
Mr. Cumming has served for 29 years on active duty and is currently working at Norfield Congregational Church. Mr. Cumming is a big military supporter and would be proud to serve on Weston's Veteran's Affairs Committee.

Mr. Muller moved to appoint Mr. Cumming to the Veteran's Affairs Committee for a term to end December 31, 2016. Mr. Tracey seconded. Motion passed unanimously.

**Discussion/decision regarding the re-designation of Weston as a HeartSafe Community:**  
Nisan Eventoff

Ms. Weinstein announced to the community that Weston has earned it's re-designation as a HeartSafe Community, which means that a certain number of residents that are certified in CPR and how to use the AED Defibrulators.

**Discussion/decision regarding the appointment of Robert Uzenoff as the Moderator and Susan Moch as the (assistant moderator) Parliamentarian for the ATBM on April 22<sup>nd</sup>, 2015.**

Mr. Tracey moved to appoint Robert Uzenoff as the Moderator and Susan Moch as the assistant moderator for the ATBM on April 22, 2015. Mr. Muller seconded. Motion passed unanimously.

**Discussion/decision regarding school and town facility needs**

Ms. Weinstein discusses the plans and solutions for facility needs. Being discussed are the potential of building a new public safety complex, as well as the need to take the Annex off line. The issue of declining enrollment has been brought to the selectman's attention so the plans were reviewed again and more options were discussed. (See attached). Note that Option E is the only option that the Board of Education said that they would approve.

Mr. Muller states that all the options will need to be discussed again once this is presented to the Board of Finance and the Board of Education. The Town needs to be presented with more than one option. Mr. Tracey agreed and feels that more options should be analyzed.

In addition to different scenarios of use for Hurlbutt, Ms. Weinstein has asked Sergeant Ferullo and the Chief of Police to give a risk assessment of relocating staff to the North House. But

Selectmen's Meeting: Minutes  
Thursday, March 5<sup>th</sup>, 2015 at 7:30pm  
Town Hall Meeting Room

more information needs to be gathered, such as what the concerns are from the BOE. He did feel there may be risks, but he also feels there are ways to mitigate the risk.

Mr. Muller stated that he just wants to be sure that wherever the Senior Center ends up, that the amount of space they currently have is not reduced. Ms. Weinstein agreed and would also like to make sure that they have a longer MOU with whatever the space that the Senior Center ends up in, and would ideally like to give them a permanent home.

Ms. Weinstein said her next step is presenting all of these options to the Board of Finance as she wants to get moving on a decision so she can notify the Police Department and the architect.

Mr. Tracey wanted Ms. Weinstein to ask the Superintendent and the Board of Education the following questions:

- 1- Is there any mitigating steps we can take that would allow us to put school operations into North House.
- 2- Is there any mitigating steps we can take that would allow us to put Land Use into North House.

**Open Items:**

**First Selectman Updates:** Ms. Weinstein spoke about the snow removal budget. The town budgets for 8 events, and she believes that the storm this evening would be event #21. She thanks the DPW employees who are out now making sure the roads are safe for us.

Discussion/decision regarding the approval of minutes from the Board of Selectman's meeting on December 15<sup>th</sup>, 2014 and February 5<sup>th</sup> and 10<sup>th</sup>, 2015. Mr. Muller moved to approve the minutes of the Board of Selectman's minutes on December 15<sup>th</sup>, 2014 and February 5<sup>th</sup> and 10<sup>th</sup>, 2015. Mr. Tracey seconded. Motion carried unanimously.

Ms. Weinstein made a motion to add a discussion in executive session regarding contract negotiations. Mr. Muller seconded. Motion carried unanimously.

Mr. Weinstein mad a motion to go into executive session to discuss litigation update and contract negotiations. Mr. Tracey seconded. Motion carried unanimously.

**Public Session adjourned: 8:16pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Approved 5/7/15



Board of Selectmen's Meeting Minutes  
Thursday, March 19<sup>th</sup>, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Board of Education members Schaefer, Uzenoff, Spaulding, Levin, Major, Daniel, and Harvey; Board of Finance members Ezzes and Koller; Police Commissioner Bliss; Police Chief Troxell, School Business Manager Keating, Town Administrator Tom Landry, Superintendent Dr. Colleen Palmer, Administrative Assistant Randi Derene, Weston Residents

Ms. Weinstein called the meeting to order at 7:30pm

Mr. Muller moved that the Board of Selectman move into executive session to discuss School Security. Mr. Tracey seconded. Motion carried unanimously. Ms. Weinstein invited school administrators, BoE members and Chief Troxell into executive session.  
Public Session adjourned: 7:32pm

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Board of Selectmen  
Executive Session#1 Meeting Minutes  
March 19, 2015

**ATTENDANCE:** The meeting was convened at 7:32 pm in the Town Hall Meeting Room by Chairman Weinstein with the following present: Selectmen Tracey and Muller; Board of Education members Schaefer, Uzenoff, Spaulding, Levin, Major, Daniel, and Harvey; Board of Finance members Ezzes and Koller; Police Commissioner Bliss; Police Chief Troxell, Town Administrator Landry, Superintendent Palmer, and School Business Manager Keating.

**DISCUSSION:** The Board discussed specific suggested security initiatives on the campus, as well as how the reutilization of existing classroom space for non-classroom uses might impact security on campus.

**ADJOURN EXECUTIVE SESSION:** At 8:22 pm, a motion ( DM, DT second) to adjourn executive session and resume in open session passed unanimously.

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The Board entered back into Public Session: 8:28pm

**Discussion/decision regarding facility options.** Ms. Weinstein handed out some additional plans and layout of the buildings. Dr. Colleen Palmer and Mr. Phil Schaefer joined the selectmen at the table. Ms. Weinstein stated that we are trying to find a long term solution for our town, and we need to start narrowing down the field of choices. Ms. Weinstein reviewed that BoE has reiterated that that Town Land Use staff and certain school administrators were ruled out as unacceptable to be placed in North House. BoE is comfortable with the Parks and Rec in North House. Ms. Weinstein stated that Mr. Tracey had some additional options. Mr.

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Tracy stated that he would have thought the facilities committee would have come up with options and bring them to us, rather other way around. Most important to Mr. Tracey, is that the investment in a new facility may bring a lot of new debt to the town. Mr. Tracey said there are other options. One option is putting land use in Central Office in the current space that is available next to the administration, and then there could also be a renovation. This would be a less expensive option. Putting offices in the CO basement was discussed. Mr. Tracey expressed his frustration of not having a formal report with a recommendation. Mr. Schaefer agreed. Leaving Land Use in the annex is another option, and renovating the annex. Mr. Tracey also stated that he hasn't seen any information as to how much longer we can use the annex. Ms. Weinstein stated that it will need a new roof in 5 years. Ms. Weinstein stated that we need to keep in mind that one of their main goals is to try and reduce overall square footage so the town can save money in operating costs. Mr. Schafer said they would need to put together an MOU if Land Use was to move into Central Office. Numbers are still being put together regarding the possible relocation of Senior Center to North House. Is there a potential to put Senior Center in Central Office? Mr. Sheaffer said that the terms of the use of Central Office would be identical to the use of North House, so we would still not be gaining a permanent home. Ms. Weinstein wants to come up with a long term solution that would be good for all employees. She also stated that there would be grants available to cover a construction project to build an addition (possibly off of the Central Office) for a new senior center. This type of project would add a community room that could be used for other organizations as well, such as parks and recreation. Ms. Weinstein reviewed the additional options (see attached) which will also be presented at the next Global Facilities Meeting. Dr. Palmer added that she could contribute an analysis of the annex. Mr. Muller said that the Global Facilities Committee should not be limited to these options; they might come up with their own. Mr. Tracey said that the renovation of the basement of CO needs to be included in these options.

Mr. Harper (animal control) expressed concern over putting our employees in a basement environment. He would be concerned about the health of the employees, air quality, wheel chair access, elevators etc. Ms. Weinstein adds that we need to be careful of the money we are spending on all these evaluations.

Ms. Weinstein states she has some questions for Mr. Schaefer...

If you move certain school offices to the upper floor of North House, would you expect the entire floor to be renovated or just those particular classrooms that are renovated for use?

Mr. Shaefer responded that they would want just the space they are using to be renovated, but if there is not a big difference in price, they might choose to renovate the whole floor to have extra space for other uses. Dr. Palmer added that most likely they would just renovate the space needed as well as the hallway. No need to spend more money than needed.

Ms. Weinstein also asked for an estimate as to how many classrooms they would need. She is picturing 3 staff members in one classroom, putting up walls etc.

Ms. Weinstein asked: If we have senior center in the lower level would you want a separate entrance or do you anticipate going in through the senior center entrance. Dr. Palmer responded that they talked about an entrance that would allow access to the elevator to the 2<sup>nd</sup> floor. But this will need to be discussed to find the most cost effective solution and the safest entrance for seniors.

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**Discussion/decision regarding authorizing a total expenditure of \$248,518 for the purchase of school security related items.**

Because this is a reimbursable grant the BOS has to authorize the school district to spend this amount of money. Mr. Tracey moved to approve the BOE request to purchase school security related items with a maximum expenditure of \$248,518. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding a supplemental appropriation request from the Board of Education for security related items totaling \$116,632 – Dr. Colleen Palmer**

This is the differential of the grant minus funds left. There is a balance of \$116,632. Mr. Muller moved to approve the supplemental appropriation request to the BOF from the BOE for the security related items totaling \$116,632. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/Decision regarding a supplemental appropriation request for \$9,998.38 to share the cost with the BoE for a “break and fix” technician from January through June.**

The BOE did have to hire a temporary “break and fix” technician because they were not sure of what the towns needs would be. Ms. Shattuck is leaving soon, so it is helpful for us to continue with this relationship. It has been a pleasure working with Kosta and Sean, who have been very responsive to the town’s needs. This funding is to share the costs through June when our agreement will kick in to pay \$45,000 for them to manage our IT department. Mr. Tracey moved to forward a supplemental appropriation request to the BOF for \$9998.38 to share the cost with the BOE for a “break and fix” technician from January through June 2015. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Carrie Pianin to fill the current vacancy on the Building Committee for a term ending June 30<sup>th</sup>, 2016.** Ms. Pianin wants to join this committee as she has worked in the real estate industry for over 25 years. She said the building committee protects the town’s interests in the projects such as the one being discussed today. She has background in real estate, finance, construction etc. Mr. Muller moved to appoint Carrie Pianin to fill the current vacancy on the Building Committee for a term to expire June 30<sup>th</sup> 2016. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision to accept the resignation of Michael Carter from the Board of Finance effective May 1, 2015.** Ms. Weinstein told the board that Michael has served the board for 10 years and has done an outstanding job. He asks lots of questions, is the voice of reason, and he will be personally missed at the BOF meetings. Mr. Tracey moved to accept the resignation of Michael Carter from the Board of Finance effective May 1, 2015. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Bob Ferguson to fill the upcoming Board of Finance vacancy left by Michael Carter for a term to start May 1, 2015 and end November 3, 2015.**

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Mr. Ezzes questioned if the Republican Party is the only group that can fill the replacement on the boards. Ms. Weinstein clarified that he has to run again in November, or an unaffiliated can run against him. Ms. Lerner (chairman of RTC) confirmed. Mr. Ferguson stated he has been in town for 11 years. He is very happy with the quality of the education here in town. Professionally, he has a degree in finance with a minor in accounting, spent 25 years at a Wall Street firms. He has wanted to be part of the BOF for the last several years. Weston has done a phenomenal job in keeping expenses low, and wants to continue that job as well. He also frequently attends BOF meetings. Mr. Tracey asked if he had any thoughts on what he would like to accomplish as part of the BOF. Mr. Ferguson said he would like to continue to maintain what Weston has to offer. A rural environment that is not overrun with commercial development, maintain 2 acre zoning, maintain quality of our education. Mr. Muller added that Mr. Ferguson will bring a lot of experience to the board and will be a valuable addition. Mr. Muller moved to appoint Bob Ferguson to fill the upcoming Board of Finance vacancy left by Michael Carter for a term to start May 1, 2015 and end November 3, 2015. Mr. Tracey seconded. Motion carried unanimously.

**Property Tax Refunds:**

|                           |             |
|---------------------------|-------------|
| Evanna Covino             | \$6,771.95  |
| Honda Financial Services  | \$259.56    |
| Mercedes Benz             | \$329.51    |
| Toyota Financial Services | \$288.61    |
| Jeffrey Muller            | \$10,155.11 |
| Total :                   | \$17,804.74 |

Mr. Muller moves to approve the property tax refunds as stated on the agenda of the BOS meeting for a total amount of \$17,804.74. Mr. Tracey seconds. Motion carried unanimously.

**Open Items**

**First Selectman Updates:** Ms. Weinstein stated that she was up in Hartford testifying on a couple of bills. There are 3 portions to Senate Bill 1. First is regarding the payment in lieu of taxes (PILOT) grant, which doesn't affect us all that much. The second part of the proposal is to have a state wide mill rate on car tax. Ms. Weinstein is not opposed to this in theory, but the state wants to collect all the money at a uniform rate, and then give back to us an amount frozen at the 2014 levels. The Mil Rate under consideration is close to our, so it is not going impact what our residents pay all that much, but with the state collecting it and freezing it at 2014 rates, none of our grand list growth be credited to us (last year was \$700,000). They also want to exempt the first \$3000 off the car value. Ms. Weinstein presented testimony against this proposal.

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Regional tax sharing is another part of this bill being proposed. This means that 40% of the taxes collected for new development will have to go into a regional sharing pool and then it is distributed based on population and wealth. This does not impact Weston greatly as we have very little commercial development. This will benefit the larger cities, not towns like Weston or Westport.

Another bill was for additional funding for special education. There is a bill in front of the legislature that would change the reimbursement requirements. Right now we would have to spend 4 ½ times per pupil costs before we get reimbursed. This amount would get reduced to 2 times. Ms. Weinstein wanted to speak about this as towns like Weston that have a higher per pupil cost have to reach a higher threshold than other towns before we get reimbursed. This bill would help us if passed.

**Selectman Updates:** Mr. Muller has an update on the lighting at the football field. He had a conference call with Joe Olenick and the Musco Representative. Site visits and light measurements were done, and Musco is going to reposition a few of the lights and install slightly longer shades which should allow the light to be more fine-tuned. It also needs to be done on a night with no moon light so there is a true reading of the field lighting.

Mr. Tracey asks Ms. Weinstein if she has an update on the public planning consultant. She says that she is working with him on getting a plan. He gave a preliminary plan but more information needs to be gathered.

**Any other business to come properly before the meeting:**

Bob Machson (Weston resident), approaches the Board. He suggests that the town approach the town plan professionally and thoughtfully. He also expresses concern over the Global Facilities Committee. Ms. Weinstein clarified the organization of the Global Facilities Committee. Ms. Nina Daniel also expressed concern over the planning process as well.

Mr. Tracey also added that the Selectman asked for a security study to be done. But it is not the BOS decision, it is the BOE decision. He agrees that there has not been a rigorous analysis with real costs. The facilities committee has not done this yet, but now is the time as new information on options was just made available. Mr. Muller stated he understands what Mr. Machson is asking for, but we now have more finite amount of options, and can now work on analyzing them. Ms. Daniel expressed concern over the analysis of school security. Mr. Muller stated that he doesn't understand some of her statements that conflict with what was discussed in the security discussion that took place in the prior executive session. Ms. Daniel stated that she finds it offensive that Ms. Weinstein said that the Senior Center has to be relocated. Mr. Tracey clarified that the BOE Chairman, Phil Schaefer said in tonight's meeting that the Senior Center will be moving in 4 years, as soon as the MOU expires.



Board of Selectmen's Meeting Minutes  
Thursday, March 19<sup>th</sup>, 2015, 7:30pm  
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Ms. Weinstein makes a motion to go into Executive Session to discuss the Union Contract, Mr. Tracey seconded. Motion carries unanimously.

Public Meeting goes into recess: 9:55pm

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Board of Selectmen  
Executive Session#2 Meeting Minutes  
March 19, 2015

ATTENDANCE: The meeting was convened at 9:55pm in the First Selectman's Office by Chairman Weinstein, with Selectmen Tracey and Muller present. Also attending was Town Administrator Landry.

DISCUSSION: The Board discussed the tentative agreement with the AFSCME Town Hall unit.

ADJOURN EXECUTIVE SESSION: At 10:06 pm, a motion ( DM, DT second) to adjourn executive session and resume in open session passed unanimously.

AFSCME CONTRACT: A motion ( DM, DT second) to approve the tentative agreement with AFSCME Council#4 Local 866 for the period July 1, 2013 – June 30, 2016 as presented, passed by unanimous vote. First Selectman Weinstein signed the contract.

ADJOURN: At 10:10 pm a motion to adjourn the meeting (DT motion, DM second) passed by unanimous vote.

Respectfully submitted,  
Randi Derene  
Administrative Assistant

Approved 5/7/15

## **Board of Selectmen's Meeting**

**Wednesday, April 1, 2015**

**Town Hall Meeting Room**

*This meeting was videotaped  
Videotape is available upon request*

Attendees: First Selectman Gayle Weinstein, Selectmen Dennis Tracey and David Muller, Town Administrator Tom Landry, Secretary Tami Campos, Director of Animal Control Mark Harper, WWL President Margaret Krauss, and approximately ten others.

Ms. Weinstein called the meeting to order at 7:33pm.

**Pledge of Allegiance**-Ms. Weinstein led the meeting with the Pledge of Allegiance.

Ms. Weinstein turned the meeting over to Director of Animal Control Mark Harper.

### **Discussion/Decision regarding the revised dog ordinance-Mark Harper:**

Mr. Harper, along with the Aspetuck Land Trust, would like to institute a new ordinance to impose consequences on those who do not abide by the leash laws in certain public spaces within Weston. These spaces will include Trout Brook hiking trails, Bisceglie Scribner Park, the entire school complex, Town Hall complex, Keene Park and the town recreational offices property. Mr. Harper cited many instances of compromised public safety due to unleashed dogs. Ms. Weinstein suggested that the law state that dogs must be on a leash any place where dogs are allowed except for the Fromson-Strassler Property.

Mr. Harper mentioned that due to the Lechat property's recent and ongoing restoration he would like to have a wildlife study conducted to explore whether it would be safe for dogs to run without leashes on that property or be allowed there at all. Mr. Tracey asked who would conduct the study to which Mr. Harper replied that he would contact someone from the State.

Mr. Harper wanted to reiterate that Weston is not an "anti-dog" town but there have to be rules for public safety. This is in-line with surrounding town's laws. The Board of Selectmen and the Director of Animal Control will work on specific language of the proposal. Currently, the fine for a dog off the leash is \$75 and \$50 for dog waste.

It was decided that this proposal would be put to a public hearing on May 7th at 7pm.

**Motion by Ms. Weinstein to add discussion regarding scheduling a public hearing about revisions to Chapter 79, Firearms, of the Weston Code:**

seconded by Dennis Tracey, all in favor. Ms. Weinstein requested a public hearing be scheduled to discuss a small technical change to the ordinance. David Muller motioned, Dennis Tracey seconded, all in favor of a public hearing on May 7th at 7:20pm.

**Discussion/decision to waive the \$310 permit fee for the Weston Women's League to operate a farmer's market within the Town of Weston-President WWL, Margaret Krauss:**

Mrs. Krauss stated that the Weston Women's League is a 501(c)3 charity and, as such, every dollar is vital to their beneficiaries. Mr. Tracey motioned to waive the fee; Mr. Muller seconded the motion; all in favor.

**Discussion/decision to permit Al's Angels charity to set up lemonade stands on Town of Weston Property-Holly:**

Goal is to raise \$40k for families of children with cancer and rare blood diseases. Al is the owner of Saugatuck Sweets in Westport. Will set up lemonade stands on June 6th (rain date is June 7th) at the Weston Library, Bisceglie Scriber Park and Morehouse Field from 8am-5pm. Mr. Muller motioned to permit this event; Mr. Tracey seconded; all in favor. Al's Angels would be responsible for obtaining all necessary permits and insurance certificates.

**Discussion/decision to approve Weston historical Society grant request-Dallas Kersey:**

Weston Historical Society has requested a grant of \$2,500 from the Town of Weston for their Landmark Homes of Weston exhibit which will run through June 16th. Mr. Tracey motioned to approve request; Mr. Muller seconded; all in favor; motion carried.

**Discussion/decision to appoint Officer Joe Miceli as the Town of Weston's acting Emergency Management Director:**

Ms. Weinstein mentioned that she told the Police Chief and Officer Miceli that they need not be present. Ms. Weinstein stated what a great job Officer Miceli has done and she enjoys working with him. The current EMD is Sargent Ferullo but he is on-leave for Coast Guard duties. Mr. Muller motioned to approve appointment; Mr. Tracey seconded; all in favor; motion is carried.

**Discussion/decision to approve property tax refunds as stated in the BOS Agenda:**

Mr. Muller motioned to approve refunds in the amount of \$4,622.77.; Mr. Tracey seconded the motion; all in favor; motion is carried.

**Public Works Grievance:** Ms. Weinstein received a call from Lisa McKinney to remove this from the agenda as it is likely that it will be worked out internally. If this does not happen it will be put back on the agenda.

**Open Items**

Meeting is turned over to Town Administrator, Tom Landry for open items. Mr. Landry stated that there has been progress on the Godfrey Road Bridge. The bridge will be prefabricated which should speed up the amount of time bridge/road will be closed. Should start in May or June but no timetable set yet. Town has applied for bridge grants. Easton has declined grant on shared bridge unless the entire bridge is replaced. Mr. Landry will follow up.

Ms. Weinstein praised Mr. Landry on his presentation to the MORE Commission in Hartford.

**State Legislature Updates:**

**SB1-Car Taxes and Regional Tax Base**

Ms. Weinstein discussed that the SB1-car taxes and the regional tax base passed through the Planning and Development Committee to the Finance Committee. The First Selectman has testified against this initiative. It would only indirectly affect Weston due to our small commercial development but Ms. Weinstein feels that it is unbalanced.

**Labor Committee**

Approved increase in the prevailing wage threshold to \$2mm for new construction and renovation. Any public construction over \$400k and renovation over \$100k would be required to pay prevailing wages. Ms. Weinstein agrees with this and believes it is a positive move.

**Minimum Budget Requirements**

Due to many towns facing declining enrollment, this will provide more flexibility to reduce education budgets. Proposal is that rather than a \$3k per pupil deduction there will be 50% per pupil costs reduction as there are operational costs that do not go away with lower enrollment. Approved by Education Committee and has been sent to the House.

**NS4 Administrative Procedures Act**

Bill makes Tier 2 municipalities adopt in accordance with the Administrative Procedures Act. Passed by the Environment Committee and is on to the House.

**Municipal Newspaper Postings**

Allows us to publish a brief summary in a newspaper and then send on to the Internet. Saves the Town of Weston money in that it limits how much we are required to publish. This has been approved by the Planning and Development and sent on to the House.

**Municipal Mandate Relief**

Eliminates the municipal health insurance premium tax. Approved by Planning and Development and sent to the House.

**Global Facilities Committee Update**

This committee met on Monday morning. Dr. Keating of the BOE had Joe Olenik, School Facilities Director, and HB Fishman, Construction Consultants, look at the BOE annex building. They are satisfied that the annex can last another eight to ten years. Dr. Palmer would really like to keep her administration together and the First Selectman agrees. There was also a discussion about putting all of the BOE in part of the Middle School.

The Selectmen agreed that a third party expert to consult on the project would be beneficial. Ms. Weinstein would like Juanita Forsythe, Civil Engineer and Alan, the Architect to review. Mr. Tracey would like an objective committee to review this process but Ms. Weinstein does not want another committee of layman involved. There was a brief discussion of partisanship with respect to who would oversee the process to which Ms. Weinstein replied that this was not the venue for the discussion.

Meeting adjourned at 8:45pm.

Respectfully Submitted,

Tami Campos  
Secretary

Approved 5/7/15



Selectmen's Meeting Minutes  
Thursday, May 7, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman Dennis Tracey, Selectman David Muller, Town Administrator Tom Landry, Police Chief John Troxell, Superintendent Colleen Palmer, Administrative Assistant Randi Derene, Board of Finance members; Allen Swerdlowe, Melissa Koller, Bob Ferguson and Steve Ezzes

**This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:40pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding the re-appointment of Richard Wolf to the Building Committee for a term to end June 30, 2017:**

Mr. Wolf has been a chairman and vice chairman of the building committee, and has served on this committee for over 20 years. He would like to be reappointed for 2 more years. Mr. Tracey moved to re-appoint Richard Wolf to the building committee for a term to end June 30, 2017. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Carolyn Hynes to the Weston Bicycle & Pedestrian Committee for a term to expire May 7, 2017.**

Ms. Hynes has lived in Weston for 10 years. She is a runner and a cyclist and has a background in event planning. She has already attended committee meetings.

Mr. Muller moved to appoint Carolyn Hynes to the Weston Bicycle & Pedestrian Committee for a term to expire May 7, 2017. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding accepting a donation from the Vranos Family Foundation to the Weston Police Department in the amount of \$1500.00. Chief John Troxell.**

Chief Troxell would like to use this money to purchase helmets and other items. Mr. Tracey moved to accept a donation from the Vranos Family Foundation to the Weston Police Department in the amount of \$1500.00. Mr. Muller seconded. The motion carried unanimously.

**Discussion/decision regarding an update on the Global Facilities Committee.**

The Board of Finance joined the Board of Selectmen for this discussion.

Ms. Weinstein summarized the last Global Facilities Committee Meeting. She said that there was consensus to move the facilities project to the three Boards for their consideration.

Dr. Palmer told Ms. Weinstein that in approximately 8 years, if school enrollment is on trend, the school administration should be able to move their offices into the middle school and function as one unit. A concern, which is shared by Town offices as well, is that when everyone isn't under one roof, things don't run as efficiently as they could. As per Mr. Olenik, the Annex roof was

Selectmen's Meeting Minutes  
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evaluated and the report says that the structure can stay as is for another 8-10 years. With the proposed plan the Seniors would be able to stay where they are for 8 years. When the administrators relocate to the middle school, the Senior Center could move to Central Office, giving it a permanent home. North House would be hibernated, in case enrollment goes back up, or if school administrators need additional the space. This could save the school money, and avoid renovating North House, which is very costly. BOE needs to review these plans.

A new public safety complex would be constructed and Town employees would move to the vacated police department.

Our goal is to keep our debt down.

If we maintain a reserve fund between 10 and 12 % of the budget, that would mean we would issue a bond of 5.3 million if we maintained 10.5% or 6.3 million if we maintained 12%. This plan also assumes an interest rate of 2.75. Mr. Landry brought up the concern of arbitrage. If we bond the project now, we would need to start within 2 years. We may not be able to make that time frame work. If the town could save that 12% of fund balance, in 5 years we wouldn't need to have a bond for the Land Use renovation of PD. If we came up short, it would be about the time when the middle school would need some renovation work (creating administrative space, renovations in science wing, project lead the way, etc..)

Our total debt service would still be decreasing with this plan.

What does this do to our taxes? If we looked at a median assessed value of \$590,800, taxes would increase next year by \$45.00 from \$17,445 to about \$17,490, with a maximum increase of \$148 a year over the life span of the bond. Ms. Weinstein is concerned that interest rates will go up if we wait too much longer to start this project.

The BOE still has to discuss this plan. It will be discussed at their next meeting according to Dr. Palmer.

Ms. Koller and Mr. Ferguson expressed concerns over the uncertainty of the plans. Ms. Koller wanted a guarantee that the Town would fund the school projects in 8 years. Mr. Ezzes felt that would be unrealistic. Mr. Muller recommended a bi-annual review to make sure we stay on course, and revisit any variables as needed.

Mr. Tracey said that overall, he likes the plan, particularly since we are only doing things as you need them and only spending money as required. Mr. Landry brought up the possible issue of arbitrage issues.

Ms. Weinstein asks for a consensus of the Board of Finance as she would like to ask Mr. Humes to cost out the proposal for the new public safety complex as approved by the Police Commission. We also need to get consensus from the BOE. She stated Jerry Sergeant was in favor of the plan. Mr. Ezzes is in favor. Ms. Koller is not in favor but does feel this is the best plan proposed so far. Mr. Grauberd will support but would like the plan in writing before he gives his final opinion. Mr. Ferguson likes the plan for the police station, but he is skeptical that we will get voter approval. He also would like to see all the previous options that have been presented. Ms. Weinstein said she would get Mr. Ferguson copies of all the previous proposals.

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The consensus was to move this forward. Ms. Weinstein will continue to have conversations with the Police Dept. and the Board of Education.

Ms. Nina Daniel stated that she feels the meeting tonight is a big improvement from the last meeting. Tonight's comprehensive plan was more productive and she is in favor of Ms. Weinstein's plan.

**Presentation and discussion regarding "Creating a Strategic Plan for Weston's Future – Phase I".**

Ms. Weinstein presented her power point presentation (see attached).

Discussion continues after the presentation: Mr. Muller states that there is inherent conflict between a large percentage of the population that wants Weston to stay the way it was when they moved here and the people that are trying to make changes to continue to attract people to the town. Ms. Koller agrees. She raised a concern about people saying "don't raise our taxes but you can't change Weston". She said either we would have to cut back on our schools or incur some sort of development. Ms. Koller stated that this study is terrific, but she questioned the Phase II. Ms. Weinstein clarified it is just a suggestion of a way to go forward. Mr. Chris Spaulding adds that this was a data gathering exercise, and Phase II encompasses suggested ideas of next steps.

Ms. Weinstein adds that she would like to form a select committee and work at the next meeting on the mission statement. Mr. Tracey and Mr. Muller agreed. If any members of the public have an interest in serving on this committee, they should come forward. The purpose of tonight's presentation is to give a sense of statistical and financial sense of what it means if we were to further develop Weston, given our existing zoning regulations. Mr. Tracey supports the Plan. He believes there is a problem in Weston and it needs to be addressed.

Don Saltzman asked "why do we have to do something?" Ms. Weinstein stated that we don't have to do anything. But we do need to garner public opinion, so the research needs to be done. Discussion will continue at our next BOS meeting.

**Discussion/decision regarding an update from the Lachat Town Farm Commission; Ellen McCormick**

See attached sheet with highlights of 2013 to 2014 and plans for 2015 to 2016

Ms. Weinstein added that Ms. McCormick needs to check with Planning and Zoning to see if they need a permit for the flea market.

Ms. Weinstein notified that the STEAP Grant has been delayed. They are given out on a rolling basis. Three awards were given out this year and we were not in that round. Our application is still pending and we hope to hear in the next month.

Ms. Baldwin received estimates for HVAC systems. It was not part of the STEAP grant application. It will be approximately \$40,000. Mr. Landry said they should take the money from the maintenance fund. (approximately \$150,000). Mr. Muller made a motion to approve taking up to \$45,000 from the Lachat Maintenance Fund for the purchase and installation for the HV system. Mr. Tracy seconded. Motion is carried unanimously.

Ms. Weinstein also added that she would like to see more fundraising towards this project.

Selectmen's Meeting Minutes  
Thursday, May 7, 2015, 7:30pm  
Town Hall Meeting Room

**Discussion/decision regarding adopting the proposed Dog Ordinance.**

No motion made. The public hearing will be continued on May 21<sup>st</sup> at 7:00pm and this item will be added the agenda for the BOS meeting following the hearing.

**Discussion/decision regarding approval of the language change in Chapter 79, Section 79-3, D(1) of the Firearms Ordinance.** Mr. Tracey maked a motion to approve the language change in Chapter 79, Section 79-3 D(1) of the Firearms Ordinance. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the approval of Property Tax Refunds in the amount of \$2,410.19.**

|                   |            |
|-------------------|------------|
| Ally Bank         | \$1,041.21 |
| Mercedes Benz     | \$538.45   |
| Natalie H. Ross   | \$330.46   |
| Bernard Grenstein | \$258.65   |
| Toyota            | \$241.42   |
| Total:            | \$2,410.19 |

Mr. Muller maked a motion to approve the Property Tax Refunds in the amount of \$2,410.19.

Mr. Tracey seconded. Motion carried unanimously.

**Approval of minutes from the BOS Meetings of February 11<sup>th</sup>, March 5<sup>th</sup>, 19<sup>th</sup> and April 1<sup>st</sup>, 2015.** Mr. Tracey moved to approve the minutes of the BOS Meetings of February 11<sup>th</sup>, March 5<sup>th</sup>, 19<sup>th</sup> and April 1<sup>st</sup>, 2015. Mr. Muller seconded. Motion carried unanimously.

**Open Items:**

**a-First Selectman Updates**

Ms. Weinstein gave an update about proposed Senate Bill 1 and other State legislative issues.

Mr. Muller stated that on April 28<sup>th</sup> the lights were tested again on the fields. The reading was 0.0. He is going to get a committee meeting together and put on the agenda how they will deal with the screening.

**Adjourn: 10:22pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

**Minutes approved 6/4/15**

## Why the concern?

- Declining school enrollment
- Essentially flat grand list growth
- Lagging housing market

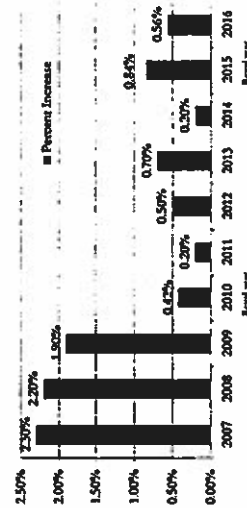
## Crafting a Strategic Plan for Weston's Future

Phase One

## Saturation Analysis

- Hired Dr. Floyd Lapp and the Turner Miller Group to determine the potential for residential and non-residential development, given current zoning regulations.
- Completed Phase One of what is envisioned to be a multi-phase project
- Primarily a data collecting exercise
- The intention of this report is to delineate what "could" be done and not necessarily what "should" be done to promote growth in Weston.

## Grand List Growth





## Factors that impact migration

- Quality of Education
- Tax rate
- Home prices
- Cost of living
- Quality of Life
- Zoning regulations and population density
- Available/Developable Land
- Convenient transit access
- Social Attitudes and Trends

## The Millennials

- The millennial age group, those born between 1980 and 2000, will define the next future housing market. According to a recent white paper by Cushman and Wakefield, "Facing the Millennial Wave".
- 62% of Millennials choose to live near shopping, restaurants, and offices;
- 2/3 of Millennials are renters;
- Millennials choose quality of life first, and job availability second. They prefer to live in the "cool cities", close to other highly educated people their age with a vibrant cultural scene.
- Millennials are getting married and having children later in life, pushing the average age to bear a first child from 27 to 34.
- Will they will continue to opt for home locations that are close to shopping, restaurants and their work or whether the tide will turn once again towards a more rural environment?

## National and Statewide Trends

- According to a report from the CDC, the country's birth rate in 2014 dipped to 62.5 births per 1,000 women between the ages of 15 and 44. That is 10 percent lower than the birth rate in 2007, and a record low since the government started tracking birth rates in 1909.
- In 2011, CT had the 4<sup>th</sup> lowest birth rate in the U.S.
- Focus from the State is on growing TODs
- Focus from the State on "Aging in Place"
- Perception of higher taxes than our neighboring states

## Fairfield County Trends

- Population growth is a little better than the State average.
- Population is aging, consistent with state-wide trends and national trends.
- Economic Development is picking up slightly, although not in the financial sectors.
- Housing development and associated school enrollment has demonstrated stronger growth in towns closest to transit, such as Danen, New Canaan, Westport and Fairfield.
- Aggressive building of rental units in Norwalk and Stamford that are easily accessible to transit.
- Traffic congestion and poor transit systems impact the decision to move to Fairfield County

## Fairfield County Real Estate Trends

- Buyers use of the internet has changed the nature of home buying
- If they can get closer to the city for close to the same price, they will choose a town closer
- Current buyers are not looking for huge homes
- Buyers are looking for new or nearly new homes that are as maintenance free as possible.
- The trend for smaller, easy to landscape and maintain parcels is gaining momentum. Huge parcels of land are not on most buyers' must-have lists at the moment.
- Home buyers are continuing to seek out homes that are close to town or to the train. There is a perception that homes north of the Merritt Parkway are very far away from the 'action'.
- There is a shortage of lower priced homes for end users and first time buyers.

## Weston...our challenges

- Low density community: One of our biggest strengths, yet also one of our biggest challenges.
  - Absence of public water supply and sewer system
  - Minimum 2 acre zoning regs
  - Absence of commercial and industrial development
  - Almost 3500 acres of open space
- According to the 2010 POCD, there are relatively few undeveloped, available buildable lots.
- Home buying age (25-49) is in the bottom third of the neighboring municipalities.
- Geographically challenged- proximity to rail and major highways

## Weston...on the upswing?

- Sales as a % of all housing units @31.5% was second to Danen @4.5%.
- Second highest share of school age population in Fairfield County (35%).
- Highest average household size in our DRG. In fact, this has increased to 3.25 in 2009-2013 from 3.15 in 2007-2011. For comparison, the 2013 average for the U.S. is 2.63
- The speculative home market in Weston is making a slow comeback. Currently there are 6 spec homes on the market, priced from \$999,000 to \$2,495,000. Three of these homes are proposed for new construction where the builder is waiting for a buyer before they begin construction. There have been 10 land sales in the past year. They ranged in sale price from \$130,000 to \$400,000.

## Non-Residential Development Potential

## Non-Residential Development

- Commercial development is most successful along major arteries. Given its geographical location, Weston is not, and will never be, a destination for shopping.
- Existing zoning regulations:
  - Minimum lot area of 5 acres
  - 300 feet of road frontage,
  - 100 foot setbacks for the buildings,
  - Maximum building size of 8,000 square feet and
  - Specific numbers of parking spaces.

## "Weston Center"

- The only area in Town currently zoned for commercial development as a Neighborhood Shopping Center District (NSC).
- Generates very little revenue for the Town. The current real estate taxes are approximately \$145,000 (6 acres plus buildings and dev) and the personal property taxes collected from all business located in The Center are less than \$18,000 a year.
- Adjacent 7 acre parcel that meets current regulations for commercial development.

## "The Center of Town"

- Town properties along Rt. 57 (Jarvis, Onion Barn to Bus depot) were considered along with the privately owned properties on Rt. 57 between Norfield Rd. and School Rd.
- The boundaries of the existing Neighborhood Shopping Center (NSC) District would need to be expanded by the Planning & Zoning Commission to include these properties before commercial development on these parcels of land could be considered
- Concerns with respect to safety given the proximity of the site to the school campus.

## Property abutting the Redding and Wilton Borders

- Georgetown Wire Mill Property is in tax foreclosure
- Fromson-Strasler and the privately owned "Weston Farms" were evaluated as potential sites for new commercial or office development
- Neither site has frontage along a major arterial road
- Excessive costs for site preparation to provide access and utilities to these "inland" properties
- Environmentally sensitive areas

## Residential Development

## Major Public Sites

- **Ernstman-Sissler property:** Approximately 85 acres of undeveloped land lies in the northwest corner of the Town, on the Wilton town line.
  - 60 acres are unbuildable
  - Potential for 8-10 homes
- **Moore Property:** 36 acres on Lord's Hwy East
  - Beautiful, flat land
  - Town's deed to this property restricts sale to a third party for residential and/or commercial development
- Several other Town-owned properties were considered and rejected

## Major Private Sites

- **Weston Farms:** Approximately 97 acres off Osborne Farm Road in the Georgetown area of the town, south of the Middle Ridge Retirement Community. It contains a vacant 75 acre parcel and several undeveloped 2-acre lots in an approved subdivision.
- **Edgerton Property:** Approximately 42 acres between Winton Hill Road and Cindy Lane. It borders property held by the Appenack Land Trust. This land could be subdivided into a maximum of 17, two-acre single family lots.
- **Janney Lane Subdivision:** This lot is west of the Saugeen River, off of Banks Drive and Smith Ridge Road. Currently approved as a single house lot, it has recently been sold. This land could be potentially re-subdivided into a maximum of 11, two-acre single family lots.
- **Weston Woods:** The 22 acres property off Newtown Turnpike, south of the Saugeen Oaks Subdivision, was subdivided into residential lots and a 6-acre museum property for the Weston Woods Institute in 2009.

## Conclusions

## Millennials....Following in their parents' footsteps?

- By 2020 there will be more people in the US in their 30's than anytime in history.
- Millennials made up 32% of home sales in 2014. Up 4% from 2012. The largest segment of buyers.
- Millennial growth in the suburbs rose by 1.4% compared to 1.2% in cities.
- Household formation rose by 1.7 million in the fourth quarter from the year before and increased 1.5 million in the first quarter from the same time frame in 2014.

## Non-Residential Development

- Given the minimal land zoned for non-residential development, the opportunities under the existing zoning to supplement the town's tax base with commercial development are nearly nonexistent.
- Changes in zoning regulations could be considered.
- Currently, all commercial activity, including home occupations, represents approximately one percent of the grand list.
- Could increasing services and amenities make Weston a more appealing place to move, and act as a significant factor in convincing residents to stay long term?

## Residential Development

- Under existing zoning, assuming development of all proposed sites yield 85.2-acre homes at an average home price of \$1,000,000, we can expect a total grand list growth of \$59,500,000, a 2.6% increase.
- Changes in zoning regulations could allow:
  - Increasing the permitted density within certain areas of the town or the creation of cluster, or conservation cluster design subdivision regulations.
  - Planned Adult Communities: Small detached dwellings (on one-half to one-quarter acre lots) or townhouses, zoning regulations by out a range of recreation and other amenities to be provided on site so to be controlled by a Home Owners Association.
- Could alternative housing make Weston a more appealing place to move, and act as a significant factor in convincing residents to stay long term?

## Next steps/Phase II

- Form a committee to explore the potential desire of current and future residents
  - Town Meetings, Focus Groups, Market Research
- Town Officials should reach out to all large non-developed private properties; efforts should be made to explore the intentions of the owners/developers
- The Board of Selectmen should collaborate with the Planning and Zoning Commission to determine the interest and feasibility of modifying the existing zoning regulations to promote the potential for housing and commercial changes.
- Conversations should be held with the Norwalk Transit District to determine the feasibility of bus service.
- A planning consultant should be considered to tie together all initiatives that involve "The Center of Town."



## Final Thoughts

- The essential question we must ask ourselves is whether it is time to revisit our planning and zoning regulations to allow for more growth.
- If we can nudge our planning and zoning priorities in such a way as to encourage growth and maintain our open space and small town feel, what would be the positive (or negative) impact on grand list growth, home sales and school enrollment?
- And what would be the impact on the character of Weston?

**Lachat Farm Vision for Board of Selectman's Meeting 5-7-15**  
**Highlight for 2013-14 and Priorities for 2015 - 2016**

**Highlights 2013 - 2014**

**House**

Foundation shored up.

Saltbox section rebuilt.

Chimney remediated.

New Roof with red cedar shakes installed.

Interior walls and ceilings sheetrock and plaster removed.

The new sign required by our lease agreement is up and says:

Lachat Town Farm at the Juliana Lachat Preserve. We'd like to thank to  
Diane Renaud for her hard work.

**Gardens/Farming Grants**

**2013 CT Ag Viability Grant - Requested \$50K, awarded \$17.5K to be rec'd  
2015.**

Community Gardens created.

Perimeter Fence put up with low roadside visibility.

42 Raised garden beds built and filled with soil - fully subscribed.

Irrigation system installed for Community Garden.

Brush, poison ivy were removed from House, Barn areas and surrounding walls.

**2014 CT Ag Viability Grant - Requested \$50K, awarded \$17.0K to be rec'd  
2016.**

Farm manager

Free programs to introduce the farm to Weston residents.

Greenhouse, foundation and additional irrigation.

Fencing for production garden.

Composting structure.

Website - design, creation and maintenance.

**Kiwanis Grant**

2014 Kiwanis Grant for Tractor purchase - \$12,000.

**Ct. Trust for Historic /Preservation Grant**

Planning Grant

Roof Grant

**Crossroads 2015 -2016**

**Gardens/Farming**

LTFC will march in the Memorial Day parade with a chicken and wheelbarrow  
handing out flyers for Opening Day and program for the spring and summer

Lachat Town Farm Opening Day event June 14th from 1-3 pm with Senators, Reps,  
Kiwanis, Town Reps, families and friends

Applied to Weston Educational Foundation for a \$1500 grant

Free programs to introduce the farm to Weston residents.

Place Sign at Community Garden that says: The Lachat Town Farm is grateful for the  
funding, in part, by the CT Department of Agriculture through the  
Community Investment Act that helps to make farms possible.

Planning for the 2016 season of planting

Fencing for production garden

Educational programs initiated in a range of subject areas.

First talk by NRCS Rep on composting on June 7th at the Community Garden

Native American Culture and Environment program on June 27th -Speaker,  
Cathy Iaccarino

Flea Market on September 12th, 13th rain date

Animal Embassy Vernal Pool Walk for families - DTBD

Plein -air painting class

Gardening 101 with Sal Gilbertie - DTBD

Garlic Festival in July

Family Scavenger Hunt

Children's Gardening Class

Christmas wreath decorating?

and many more...

### **House**

Front facade and porch

Interior layout

Kitchen and bathroom

New Heating and AC

Painting of exterior and interior

Renovation of well house

### **Grounds**

Beautification of the grounds including the circular driveway

Tree removal

Herb Garden

**Selectmen's Meeting Minutes**  
**Thursday, May 21, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Present:** First Selectman Gayle Weinstein, Selectman Dennis Tracey, Town Administrator Tom Landry, Police Chief John Troxell, Animal Control Officer Mark Harper, Police Commissioners Bill Brady and Beth Gralnik, Library Board members Amy Sanborn and Denis Toner, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:45pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding adopting the proposed Dog Ordinance:**

Mr. Tracey asked Mr. Harper why we don't have an open space for dogs to run around off leash. Mr. Harper stated that in all of the discussions, no one has ever come forward and asked for a dog park. He would be in full support of finding such a piece of property, but it needs to be a confined space. Mr. Tracey asked about Keene Park. Mr. Harper says having dogs off leash there is a nuisance to the fisherman, especially when multiple dogs are brought there by non-residents. Dogs are also chasing deer in the park. Ms. Weinstein suggested that Fromson Strassler be considered for a dog park.

The hours for Bisceglie Scribner Park are reviewed. The times were changed to allow dogs off leash until 9am year round and before 2pm on weekdays September to June. The wording for penalties for offenses to the leash laws was changed from "Violations of this ordinance SHALL be punishable by fine" to "Violations of this ordinance MAY be punishable by fine"

Mr. Harper requested better signage, especially at Bisceglie Park.

Mr. Tracey stated that he feels it is a fair ordinance, but still states the need for a Dog Park in town. Ms. Weinstein made a motion to approve the proposed Dog Ordinance updates as of May 21, 2015 with the amended changes as discussed. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision on appointing Ian Lewis to the board of the Westport Weston Health District for a term to expire May 21, 2018**

Mr. Lewis introduced himself as a long term resident of both Weston and Westport. He is looking to do more volunteer work and his career has been around health care. Ms. Weinstein informed the Board that Mr. Lewis has a pending lawsuit against the Town's ZBA regarding shooting on the Aquarion property. Ms. Weinstein asked Mr. Lewis if his lawsuit against the town will be a conflict. He says it will not and it is unrelated. Mr. Tracey doesn't have any issues with this. Ms. Weinstein made a motion to appoint Ian Lewis to the board of the Westport Weston Health District for a term to expire May 21, 2018. Mr. Tracey seconded. Motion carried.

Selectmen's Meeting Minutes  
Thursday, May 21, 2015, 7:30pm  
Town Hall Meeting Room

**Discussion/decision on re-appointing Don Kendall as our C-Med Southwest representative for a term to end June 30, 2016.**

**Ms. Weinstein made a motion to re-appoint Don Kendall as our C-Med Southwest representative for a term to end June 30, 2016. Ms. Tracey seconded. Motion approved.**

**Discussion/decision on re-appointing Rick Darling as our Town Treasurer for a term to end June 30, 2017. Ms. Weinstein made a motion to re-appoint Rick Darling as our Town Treasurer for a term to end June 30, 2017. Mr. Tracey seconded. Motion approved.**

**Discussion/decision on re-appointing Rabbi Levi Stone as Weston Police Chaplain for a term to end June 30, 2017. Ms. Weinstein made a motion to re-appoint Rabbi Levi Stone as Weston Police Chaplain for a term to end June 30, 2017. Mr. Tracey seconded. Motion carried.**

**Discussion/decision on re-appointing Reverend Bernard Wilson as Weston Police Chaplain for a term to end June 30, 2017. Ms. Weinstein made a motion to re-appoint Reverend Bernard Wilson as Weston Police Chaplain for a term to end June 30, 2017. Mr. Tracey seconded. Motion carried.**

**Discussion/decision regarding amending the Chief of Police Job Description: Bill Brady or Beth Gralnick**

Mr. Brady states that the Police Commission though the Chief's position needed to be re-evaluated as the last time it was done was back in 2005. With the Town Administrator's approval, Randi Frank, HR consultant was hired to re-evaluate the position description and see what needs to be changed, if anything. Ms. Gralnick stated that police chief duties have expanded with regard to recruitment duties as well as now requiring over 10 years' experience (previously said 10 years' experience). The additional years of experience will cause a grade shift in the rating system.

Mr. Tracy felt that the Commission did not present the BOS with all the information to make this decision. The old job description was not available and there is confusion as to the difference between "10 years of experience" and "over 10 years of experience." Given many unanswered questions, the Board tabled the discussion to the next meeting. Ms. Weinstein will follow up with consultant Randi Frank.

**Discussion/decision regarding the approval of a resolution endorsing Weston's participation in the Intertown Capital Equipment (ICE) Purchase Incentive Program. Ms. Weinstein said that this was a grant applied for and obtained by Sgt. Matt Brodacki to fund computer equipment at the forensics lab. We need to get approval by the other municipalities in our region who share this forensics lab. The purpose of the resolution is to acknowledge that the town supports our participation in the ICE Program and allow Sgt. Matt Brodacki to be our signatory. Mr. Tracey made a motion to resolve that the Board of Selectmen endorse Weston's participation in the ICE Intertown Purchase Incentive Program and that the Board of Selectmen authorize Sgt. Matt Brodacki to sign all documents related to the grant award received by the Town of Weston from the State of Connecticut Office of Policy and Management, dated March 30, 2015. Ms. Weinstein seconded. Motion carried.**



**Selectmen's Meeting Minutes**  
**Thursday, May 21, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Update regarding the Library's Strategic Plan: Amy Sanborn and Denis Toner.**

Ms. Sanborn thanked the Board and the Town for supporting their project. Mr. Toner presents the strategic plan to the Board (see attached). Ms. Weinstein and Mr. Tracey praised the work product and asked that it be posted on our Town's website so the public gets to see the Strategic Plan.

**Discussion/decision regarding forming a Strategic Planning Committee**

Ms. Weinstein presented a draft of a mission statement, see attached. Mr. Tracey stated that we really need to focus on the views and needs of not just those already in town, but those that may consider moving to town. Ms. Weinstein also stressed the importance of integrating Planning and Zoning. Mr. Tracey and Ms. Weinstein made edits to the mission statement, see attached. Ms. Weinstein stated to the public that if you have interest in joining this committee to please send a letter to the BOS and they will be reviewing and interviewing potential committee members in the next few of weeks. Mr. Tracey moved to have the BOS approve the formation of the Select Committee for Strategic Planning. The committee shall have up to 15 members with a term to expire in 2 years after formation. The mission of the committee shall be as set forth in the Town of Weston's Strategic Planning committee mission statement dated 5/21/15 but may be amended at the next BOS meeting.

**Discussion/decision regarding the approval of awarding the contract for the Parcel Mapping & Web Based GIS Application to New England Geosystems, Geographical Information Systems Consultants, and to give the First Selectman the authority to negotiate and execute the contract.**

Ms. Weinstein thanked to SWRPA for the grant that paid for our aerial photos. We had additional funding that was extended to the 10 towns in the former HV region so that all 18 towns in our COG will be on the same mapping system. Mr. Tracey moved to award the contract for the Parcel Mapping & Web Based GIS Application to New England Geosystems, Geographical Information Systems Consultants, and to give the First Selectman the authority to negotiate and execute the contract. Ms. Weinstein seconded. Motion carried.

**Discussion/decision regarding property tax refunds.**

|                           |                   |
|---------------------------|-------------------|
| Emmanuel Young            | \$3,603.91        |
| Ally Financial            | \$1,029.00        |
| CAB East - Ford Credit PP | \$498.15          |
| Nissan Infinity           | \$65.71           |
| <b>TOTAL</b>              | <b>\$5,196.77</b> |

Mr. Tracey moved to approve the property tax refunds as listed in the agenda for a total of \$5,196.77. Ms. Weinstein seconded. Motion carried.

**Selectmen's Meeting Minutes**  
**Thursday, May 21, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Open Items:**

**First Selectman Updates:**

- a. Ms. Weinstein presented the facility conceptual options(see attached). Ms. Weinstein will review this with the Global Facilities Committee and once they get final cost estimates will review with the Board of Finance. Mr. Weinstein also mentioned that funding was approved to look into the potential to add EMS office and bunk space to the upper level of the firehouse. The cost associated with shoring up the structure to add a second floor was excessive. Mr. Humes is going to switch gears and do a cost estimate (\$1500 already allocated for this) of tearing down the existing communications center and building EMS a 1000-1500 Sq. foot facility in that space. Mr. Tracey recommended that this plan be put down clearly on paper. Ms. Weinstein stated she will put this in memo form to the three Boards. Before she does that, she is still waiting to hear back from the Board of Education with their approval which is critical in moving forward.
- b. Ms. Weinstein presented a memo given to her by the Registrars regarding the referendum vote. (See attached). In summary, people seemed to like having the voting take place here in Town Hall. Next year they will try and do that again, and hold the voting on a Saturday. Mr. Tracey also mentioned we should have more publicity. Ms. Weinstein stated that were signs posted around town, it was posted on the Town of Weston website, in The Forum, as well as on News12. What Ms. Weinstein suggested for next year is sending out postcards to all residents with the dates of all budget related meetings.
- c. Margaret Wirtenberg asked Ms. Weinstein to discuss the following proposed bill: Towns that are less than 40,000 in residents, have to merge their PSAP applications (public service answering points "911") otherwise we risk losing funding from the state. Ms. Weinstein is concerned, but the community has to weigh in on our options. Do we want to pay for someone else to do our 911 calls and then transfer them here so we can dispatch. Or would it be more cost effective to say "no thank you" to the state and give up the funding?
- d. Changes to Senate Bill 1 were discussed.
- e. Also, there is a proposal for .5% of the sales tax to be shifted into the MRSA (municipal revenue sharing account) beginning Oct 1, 2015. Municipalities will receive 90% of that revenue and 10% will go to the COG's. If this passes, we are going receive additional revenue of 1 million dollars from the state.

**Any other business to come properly before the meeting: None**

**Ms. Weinstein made a motion to add the following item to the agenda: Executive session to discuss union contracts. Mr. Tracey seconded. Motion carried unanimously.**

**Executive Session: Discussion/decision regarding non-union raises and benefits**  
**Mr. Tracey makes a motion to move into executive session. Ms. Weinstein seconded. Motion carried unanimously.**

**Selectmen's Meeting Minutes**  
**Thursday, May 21, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Public Session adjourned: 9:13pm**

Respectfully submitted by,  
Randi Derene  
Administrative Assistant

**Executive Session Minutes**  
**Submitted by Tom Landry, Town Administrator**

**ATTENDANCE:** The meeting was convened at 9:15 pm in the First Selectman's Office by Chairman Weinstein, with Selectmen Tracey present. Also attending was Town Administrator Landry.

**DISCUSSION:** The Board considered the latest offer by the AFSCME DPW unit, and contemplated changes in pay and benefit levels for non- union employees, and how that might impact existing contract negotiations.

**ADJOURN EXECUTIVE SESSION:** At 9:55 pm, a motion ( DM, GW second) to adjourn executive session and resume in open session passed unanimously.

**ADJOURN:** At 9:56 pm a motion to adjourn the meeting (DT motion, GW second) passed by unanimous vote.

**Minutes Approved: June 30, 2015**

# Weston Public Library

Strategic Plan  
2015-2018

**Karen Tatarka, Director**

**Strategic Planning Committee**

H. Denis Toner

Barbara Groves

Richard Ross

**Board of Trustees**

Amy Sanborn – Chairman

Michael Bellacosa – Vice Chairman

H. Denis Toner – Treasurer

Anne Hunt – Secretary

Barbara Groves

Harriette Heller

Pam Kersey

Lynne Langlois

Richard Ross

**February 3, 2015**

## Weston Public Library – Strategic Plan

### 1. Mission Statement

The mission of the Weston Public Library is to provide a broad range of informational, educational, technological, social and recreational resources to serve the diverse needs of the community. *Adopted 1993; Reaffirmed 2002; Revised February 3, 2015*

### 2. Vision Statement

The Weston Public Library aspires to be a vibrant and meaningful physical and digital destination that supports the evolving needs of our patrons in the 21st century.

### 3. Values Statement

Our values include:

- Fostering traditional and technological literacies
- Nurturing lifelong learning and personal growth
- Encouraging opportunities for social and cultural interaction and discovery
- Building a strong sense of community in Weston
- Maintaining a physical library space that continues to meet patron needs
- Leveraging our knowledgeable staff to support diverse initiatives for our patrons
- Providing professional development opportunities for staff to remain current as libraries evolve

### 4. Town of Weston, CT

The Weston Public Library serves a population of approximately 10,000 people. Due to the nature of the community, the population is not expected to increase significantly. The demographic breakdown of the Town according to United States Census data is as follows:

| Age     | 2000 Census | 2010 Census |
|---------|-------------|-------------|
| Under 5 | 8.0%        | 4.1%        |
| 5-14    | 20.8%       | 21.8%       |
| 15-24   | 7.1%        | 12.8%       |
| 25-44   | 25.5%       | 17.2%       |
| 45-64   | 29.0%       | 33.2%       |
| 65+     | 9.7%        | 11.0%       |

Over 80% of the population age 25+ has a bachelor's degree or higher. Over 85% of the working age population commutes to work with a mean commuting time of 41.3 minutes. The median household income in Weston is \$213,423, which is significantly higher than the median household income for Fairfield County (\$82,614) and for the State of Connecticut (\$69,519).<sup>1</sup> The Town supports a K-12 school system that is recognized as one of the top school systems in the state.

The 2010 Town Plan of Conservation and Development noted a recurring "desire for additional services and places to gather as a community."<sup>2</sup> The plan also notes that 45% of participating residents desired additional resources and services at the Library, while only 26% did not favor additional resources, 14% had no opinion, and 11% did not use the Library.



## Weston Public Library – Strategic Plan

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Of the current populace, approximately 66% of residents have registered for Library cards.<sup>3</sup> This information, in coordination with the demographic data from the United States Census, reflects a community that values education, lifelong learning, and the library specifically.

### 5. Weston Public Library - History

The Library is a central resource for Weston residents. The hallmarks of the Library are its location and the friendly, small-town feel the staff creates for residents.

The Weston Public Library was founded in 1935 and was housed in the basement of the Horace C. Hurlbutt, Jr. School. In 1950, the Library was moved to a larger room on the first floor of the school where it continued to support the school and the general public. The current Library building was completed in 1963 and has had two subsequent additions. The original Library consisted of 6,742 sf (including a small mechanical basement and mezzanine). Expansion projects in 1985 and 1994 increased the total square footage to 14,152 sf. With parts of the building now 20 to 50 years old and shifts in how patrons use library space, there is significant need to improve the Library's overall design and infrastructure. This need has become particularly apparent with the influx of patrons, including students after school, as well as during the recent storms in 2011 and 2012, when the Library's lack of seating and electrical outlets has been problematic.

### 6. Strategic Plan - Information Gathering: Process and Results

Over the past 2 years, the Weston Public Library Board of Trustees has been discussing Space and Strategic Planning. In preparation for the Library renovation project announced last year and to inform the development of its three-year Strategic Plan, the Board launched a community needs assessment in February 2014. With the guidance of a facilitator, the Library Board hosted two focus groups and one community forum. The focus groups each consisted of 10-12 Weston residents chosen to represent a demographic range. The community forum was open to all Weston residents. To gather supplemental feedback, the Board created a survey that was disseminated at the Library, Town Hall, various town agencies, and through the Library's website. This three-part community needs assessment provided valuable inputs critical to informing the goals of the strategic plan as did initial discussions with Library staff and Board members prior to launching the community needs assessment. After reviewing the output of the assessment, several general themes emerged.

#### Themes

- The desire for an updated physical plant that enhances the Library as a community center
- Improved physical and digital collections
- Increased community outreach
- Additional educational and recreational services and programming

The Library Board established a Strategic Planning Committee to develop the plan based on the themes established through the community needs assessment and staff input. The Committee used these themes to prioritize and provide focus to the strategic plan, and identified the following categories in order to develop a plan of action (see Appendix for greater detail):

- I. Physical improvements
- II. Technology
- III. Education
- IV. Community

## **Weston Public Library – Strategic Plan**

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Last, and as part of the overall process, the Library applied for a State Library Construction Grant in August 2014, to seek enhanced financial resources for the update of the physical plant. In November 2014, the Weston Public Library was awarded \$368,000 to be allocated for code compliance, handicapped accessibility, and emergency preparedness.

### **7. Strategic Plan – Prospective Evaluation and Management**

The Strategic Planning Committee intends to monitor the plan outlined in the Appendix. The Committee will update the Board of Trustees on the status of the plan, including associated accomplishments and/or issues that have emerged. This update will transpire annually or on an as-needed basis.

From a longer-term perspective, the Library Board will conduct a user satisfaction survey at the conclusion of the three year plan in order to inform future strategic planning activities as well as to gather additional input/feedback from our patrons.

It should be highlighted that given the rapidly changing nature of libraries, this plan is meant to serve as a framework that will guide, but not limit, the Library's services. Staff will evaluate emerging trends, services, and equipment and recommend any new technology or services to the Strategic Planning Committee, Technology Planning Committee, and the Library Board as appropriate.

The Library Board recognizes that within its current budget and at its current staffing level, it is constrained with respect to the breadth of services that may be provided at this time. The Library Board and the Director will continue to monitor staffing levels.

It should be noted that due to the types of services the Library provides, quantitative measurements do not always accurately depict the impact of programs and services.

## Weston Public Library – Strategic Plan

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### Appendix - Weston Public Library Goals and Objectives

#### I. Physical

- **Goal P1 - Patrons will have well maintained, welcoming physical places to meet and interact with others or to sit quietly to work or read.**
  - ✓ *Objective P1A - Interior renovation will provide patrons with an updated and comfortable environment and will satisfy patron needs based on community needs assessment results.*
    - Measurement P1A –Higher gate counts over time due to increased foot traffic.
  - ✓ *Objective P1B - Interior renovation will provide patrons with a variety of seating and gathering locations that encourage both individual study/quiet reflection and small group meeting/gathering areas while seeking to manage noise levels.*
    - Measurement P1B - Higher gate counts over time and increased room reservations for the purpose of group study/learning.
  - ✓ *Objective P1C - Interior renovation will provide for future flexibility so that the Library can adapt to meet patrons' changing needs.*
    - Measurement P1C - Flexibility in newly designed seating areas will allow patrons to rearrange seating to meet their individual or group needs. Infrastructure and interior design will allow for rearrangement of interior spaces, with minimal financial impact, as patron needs change.

## Weston Public Library – Strategic Plan

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### II. Technology

- **Goal T1 – Patrons will find enhanced and expanded technology that improves access to the Library's educational and recreational resources.**
  - ✓ *Objective T1A - Patrons will have 24/7 access to an up-to-date collection of high quality educational and recreational electronic resources through the Library website.*
    - **Measurement T1A – Increased usage statistics of the Library's website and individual digital resources over time.**
  - ✓ *Objective T1B - Library staff will investigate, evaluate, and receive continuing education in electronic resources available to public libraries to ensure that the Library offers patrons resources that meet the educational and recreational needs of the entire community within the budget framework. Key to success in this area will be staff support for patrons in the use of their own and the Library's electronic resources.*
    - **Measurement T1B – Increased use of electronic resources and reference inquiries over time.**
  
- **Goal T2 - Provide technology-related library services that meet the needs of patrons and local organizations.**
  - ✓ *Objective T2A - The renovation will create environments that promote collaborative learning and co-working by incorporating resource sharing and presentation technology that can be used by all members of the community, including students for projects, residents for businesses or personal endeavors, and local groups for meetings.*
    - **Measurement T2A – Increase in reservations for meeting spaces by the indicated groups over time.**
  - ✓ *Objective T2B - Staff will investigate and evaluate trends in library technology of interest to patrons, as indicated during the community needs assessment process and subsequent evaluations, in order to determine the possibility of implementation within existing budget and staff constraints.*
    - **Measurement T2B – Increase in access to technology for patrons and attendance in individual and group technology-related educational programs.**
  - ✓ *Objective T2C - Patrons will find an increased number of power outlets available in popular areas of the Library for charging portable devices, and will stay in the Library for longer periods of time, taking better advantage of all Library resources, especially during times of crisis.*
    - **Measurement T2C - Higher gate counts over time due to increased foot traffic.**

## Weston Public Library – Strategic Plan

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### III. Education

- **Goal E1 - Patrons will have the resources and support they need to pursue both self-directed and structured learning.**
  - ✓ *Objective E1A - Patrons who are seeking to educate themselves will find relevant and current print and digital materials and will have the necessary support from a well-informed staff.*
    - Measurement E1A – Increase in collection use and reference inquiries over time.
  - ✓ *Objective E1B - The Library will continue to support the educational, recreational, and cultural programs the Friends provide patrons and will supplement them within existing budget and staff constraints.*
    - Measurement E1B – Increase in the number of formal (group) and informal (one-on-one) educational programs offered at the Library over time.
  - ✓ *Objective E1C – Patrons of all ages will have access to a broader range of classes, seminars, performances, and workshops through Library partnerships with Town and community agencies and organizations.*
    - Measurement E1C – A wider range of programming with an associated increase in attendance over time.

## Weston Public Library – Strategic Plan

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### IV. Community

- **Goal C1 – Patrons will have a central source for information about the wide variety of programs, services, and activities provided by the Library and other community agencies and organizations, as resources permit.**
  - ✓ *Objective C1A – Patrons will have access to information about community educational, recreational, and cultural events. A synergistic relationship among Library and Town organizations/agencies will forge a Library character that is central to the identity of Weston.*
    - Measurement C1A – Increase in visits to the Library website over time with the community viewing the Library as the central place for information.
  - ✓ *Objective C1B - The Library will continue its marketing efforts through available print and electronic resources and investigate new methods of marketing electronically to patrons.*
    - Measurement C1B – Increase in resource use, program attendance, and activity on social media and marketing platforms.
- **Goal C2 - The Library will serve as the intellectual and social hub of the community.**
  - ✓ *Objective C2A – Patrons will continue to experience exceptional, personalized customer service and Library staff will heed patron comments, interests, and concerns when building the collection and adding services and resources.*
    - Measurement C2A – Increase in patron base and satisfaction with services.
  - ✓ *Objective C2B - The Library will continue to provide a venue for community organization meetings and programs and will seek ways to enhance community events by providing additional resources and services that will facilitate the creation and sharing of ideas.*
    - Measurement C2B – Increase in room reservations and requests for technology and resources over time.
  - ✓ *Objective C2C – Patrons will use the café and new seating areas created through the renovation in formal and informal meetings and gatherings to encourage learning and social experiences.*
    - Measurement C2C - Higher gate counts over time due to increased foot traffic and increased patron satisfaction as the Library grows as a comfortable and welcoming community destination.



## Weston Public Library – Strategic Plan

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### Footnotes

1 Statistics provided by the U.S. Census Bureau American FactFinder

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

2 *Town of Weston 2010 Plan of Conservation and Development*

<http://www.westonct.gov/media/file/TownPlanPostSubmissionv4-6-21-10WebVersion.pdf>.

3 Weston Public Library Integrated Library System statistic.

## TOWN OF WESTON STRATEGIC PLANNING COMMITTEE

This committee is intended to be Phase II of "Crafting a Strategic Plan for Weston's Future." The committee shall consist of up to 15 members, with a term to expire in 2 years, unless the committee is terminated earlier by the Board of Selectmen. Said committee can be renewed for additional one year periods as deemed necessary or appropriate by the Board of Selectmen. A Selectman and a representative of the Planning and Zoning Commission shall act as co-Chairs. The committee shall report on its progress to the Board of Selectmen and to the Planning and Zoning Commission quarterly. The mission of the committee is to:

1. Assess the views of residents, prospective residents and stakeholders with regard to future planning for the Town of Weston, including any changes in to Weston's Planning and Zoning Regulations, so as to achieve its long term goal to be an attractive, affordable and sustainable community; and
2. Working collaboratively with the Planning and Zoning Commission and other pertinent town boards, commissions and committees, make recommendations to the Board of Selectmen and to the Planning and Zoning Commission with regard to a strategic plan, including a marketing plan, to achieve the Town's goals.

This committee should consider:

1. Conducting public meetings to discuss the Report, dated May 7, 2015, entitled "Crafting a Strategic Plan for Weston's Future", to gain feedback and modify/fine-tune next steps towards achieving Weston's long term goals;
2. Conducting discussions to gauge the desirability of available options and to collect data. Key initial groups will be:
  - i. Representative town residents
  - ii. Individuals who have recently moved into town
  - iii. Real estate professionals who work in area
  - iv. Parents of High-School seniors and parents of recent High-School graduates
  - v. Leaders of comparable towns and other knowledgeable individuals from outside of Weston.
3. Conduct survey market research to better understand (among other topics):
  - i. Why people may be moving to Weston?
  - ii. Why people chose to leave or stay in Weston?
  - iii. What amenities are missing and desired in Weston?
  - iv. Desirability of commercial expansion around town center.
  - v. Opinions /concerns around senior/cluster/alternative housing

# Facility conceptual options

| <u>Department</u> | <u>New Location</u> | <u>Year of relo</u> | <u>Total Cost</u> | <u>Proposed Financing</u>           | <u>Notes</u>  |
|-------------------|---------------------|---------------------|-------------------|-------------------------------------|---|
| Public Safety     | New Building        | 2018                | \$7.8M            | Bond plus reserve fund              | In process of obtaining professional cost estimates<br>IT renovation may need to take place sooner<br>may be more efficient to combine w/Sr. Center<br>may move to upper PD to free up Jarvis and consolidate costs<br>approximate cost for interior renovation plus addition<br>combine with nec. MS renovations for bonding package |
| Land Use and IT   | vacated PD          | 2020                | \$1.4M            | reserve fund                        |   |
| Social Services   | Upper PD            | 2022                | \$165,000         | reserve fund                        |   |
| Park & Rec        | Jarvis              |                     | 0                 |                                     |   |
| Senior Center     | Central Office      | 2022                | \$500,000         | matching grants + private donations |   |
| School Admin      | Middle School       | 2022                | unknown           | bond                                |   |

To: Gayle Weinstein, Tom Landry  
From: The Registrars of Voters

Date: May 18, 2015

RECEIVED

MAY 19 2015

TOWN OF WESTON  
SELECTMAN'S OFFICE

**Subject: Referendum #2 for the BOE Budget**

Referendum #2 for the BOE Budget voting was held at Weston Town Hall from 9:00am to 5:00pm on Saturday, May 16, 2015. Overall, we view the day as a success.

A total of 1,001 votes were cast, 911 in person at the polls and 90 absentee. Of these, 24 voters were from the Grand List including 2 absentee. Three voters were reactivated from the Inactive List.

**Observations:**

- The Town Hall location was very well received. A number of voters were complimentary of the location as many had never been to the Town Hall Meeting Room. With children in tow, many parents used the location as an educational tool. For example, they pointed out the mural in the hallway, the Relief in the Meeting Room and the pictures of the First Selectmen in the foyer.
- An additional benefit to this location is that a number of "Grand List" voters had moved to Weston after the publication of the 2014 list (October 2014). Since Donna was in the Town Clerk's office to handle Absentee Ballots, she was able to verify that these voters were eligible, thereby allowing them to vote. Had we been located at Weston Middle School, these voters would have been required to meet with the Town Clerk at Town Hall and return to the polling place.
- There were no issues with parking and traffic flow. This was different than at the 2014 Referendum vote held at WMS, because of confusion from additional traffic at pick up time.
- The additional signage was appreciated by many voters.
- While there was a steady flow of voters throughout the day, between 80 and 160 per hour, we were staffed to handle the crowds and minimize wait time.
- An added benefit to holding a Referendum at Town Hall is the elimination of the mandatory WMS custodial overtime (approximately \$300 to \$400 per event).
- There appeared to be a number of voters unfamiliar with the meaning of the question on the ballot, and the meaning of a "yes" or "no" vote. A few people were unfamiliar with state law which forbids discussion of ballot questions within 75 feet outside of the outside entrance of the polling place. We were required to address this with a few voters, some of whom cited their "First Amendment rights."
- One issue that we had, and will most likely have again in 2016, was estimating the number of voters. Since a second Referendum was unprecedented, we used voter turnout from the past two municipal elections to estimate the number of ballots and poll workers required to run a smooth election.

Expense Summary  
ATBM Referendum  
and Referendum #2 BOE Budget

|   |                    |
|---|--------------------|
| <b><u>Cost: BOE Referendum # 2 (May 16, 2015)</u></b>             |                    |
| Ballots   | \$ 910.90          |
| Memory Card Programming   | 318.00             |
| Poll Workers  | 1,720.00           |
| Signs   | 350.90             |
| Food for workers (estimate)                                       | 250.00             |
|   | <u>\$ 3,549.80</u> |
| Cost per vote   | \$ 3.55            |
| <b><u>ATBM and Referendum (April 22nd and April 30, 2015)</u></b> |                    |
| Ballots   | \$ 323.05          |
| Memory Card Programming   | 465.00             |
| Poll Workers  | 1,230.00           |
| Signs   |                    |
| Food for workers (estimate)                                       | 123.30             |
|   | <u>\$ 2,141.35</u> |
| Cost per vote   | \$ 8.27            |
| <b>Total Cost of ATBM Referendum and BOE #2</b>                   | <b>\$ 5,691.15</b> |
| <b>Total Votes Cast:</b>  |                    |
| BOE Referendum #2   | 1,001              |
| ATBM Referendum   | 259                |

**Selectmen's Meeting Minutes**  
**Thursday, June 4, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Present:** Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Police Chief John Troxell, Police Commission members: Woody Bliss and Susan Moch, and Weston Residents.

First Selectman Gayle Weinstein was not in attendance.

**This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Mr. Muller called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** led by Selectman David Muller

**Discussion/decision regarding hiring Cathleen McLellan as Tax Collector for the Town of Weston.**

Ms. McLellan served as the Assistant Tax Collector for the Town of Ridgefield for 11 years. The tax collector she works with in Ridgefield encouraged her to go after this job, saying she is well equipped for this position.

Mr. Tracey asked if she is familiar with the computer systems that we use here in Weston. She said yes, and they use the same collection agency as well.

**Mr. Tracey moved to approve the hiring of Cathleen McLellan as the Tax Collector for the Town of Weston, pending positive results of all background checks. Mr. Muller seconded. Motion carried unanimously.**

Ms. Margaret Wirtenberg mentioned the special programs for the elderly. Ms. McLellan said she did speak with Ms. Nichols about this. Mr. Landry added that her first task will be to interview candidates for Assistant Tax Collector.

**Discussion/decision on re-appointing Allen Swerdlowe to the Building Committee for a term to end June 30<sup>th</sup>, 2017**

Mr. Tracey moved to re-appoint Allen Swerdlowe to the Building Committee for a term to end June 30<sup>th</sup>, 2017. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision on re-appointing Jack Davidoff to the Building Committee for a term to end June 30<sup>th</sup>, 2017**

**Mr. Tracey moved to re-appoint Jack Davidoff to the Building Committee for a term to end June 30<sup>th</sup>, 2017. Mr. Muller seconded. Motion carried unanimously.**

**Discussion/decision on re-appointing Robert Soloff to the Building Committee for a term to end June 30<sup>th</sup>, 2017.**

**Mr. Tracey moved to re-appoint Robert Soloff to the Building Committee for a term to end June 30<sup>th</sup>, 2017. Mr. Muller seconded. Motion carried unanimously.**



Selectmen's Meeting Minutes  
Thursday, June 4, 2015, 7:30pm  
Town Hall Meeting Room

**Discussion/decision regarding accepting a donation from the Weston Gun Club  
Community Foundation for the Weston Police Department: Chief John Troxell**

The PD has been looking to purchase a new speed trailer for the last year. He originally asked for it in a special appropriation along with two new pizza boxes. The pizza boxes were approved but not the trailer. The trailer was put into their budget, but they pulled it out and were hoping they would get a donation for it. When the Weston Gun Club Community Foundation came to Chief Troxell for ideas for a donation, he informed them of the need for this new speed trailer. The Gun Club has donated close to \$100,000 to the Police Department over the last 7 years. The department is very grateful.

The speed trailer they are looking to purchase has better technology where they can do traffic surveys, get more accurate readings, and have the option to display messages.

Mr. Tracey moved that the board accepts a donation from the Weston Gun Club Community Foundation in the amount of \$9,110.00 for the purchase of a speed trailer by the Weston Police Department. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding amending the Chief of Police Job Description: Bill Brady or Beth Gralnick**

Mr. Brady and Ms. Gralnick were not able to attend. Ms. Susan Moch and Mr. Woody Bliss came in their place. Mr. Bliss presented the recommendations that the Town Consultant, Randi Frank, made for the revised job description for Chief of Police. The Police Commission approves of the recommendations from Ms. Frank. Mr. Tracey asked why the reassessment of the job description was made now. Ms. Moch stated that Chief Troxell's contract was up so it was time to negotiate a new contract. Under the existing classification he will reach the top step (10) next year.

See attached job description for revisions (changes have been highlighted). This new job description would categorize him under a higher step/grade.

Mr. Bliss said looking at surrounding towns we are on the lower side for a Police Chief salary.

Mr. Tracey moved to approve the updated Chief of Police Job Description dated May 15, 2015 and approve reclassification of the position to Grade 17 effective July 1, 2015. Mr. Muller seconded. Motion carried unanimously.

Mr. Tracey makes a request to the Police Commission that before the new contract is signed that the Board of Selectmen has a chance to review it.

**Discussion/decision regarding pay rate and benefit changes for non-union employees: Tom Landry**

Mr. Landry stated that a couple of weeks ago the board met in executive session and discussed this item and its impact on its outstanding labor negotiations. Mr. Landry presented his memo (see attached).

Mr. Tracey moved to approve the pay rate and benefit changes for non-union employees as follows: salary increases in the amount of 0.5% for FY 13/14, 2.25% for FY 14/15, and 2% for FY 15/16. Employee health insurance contributions shall increase from 16%

Selectmen's Meeting Minutes  
Thursday, June 4, 2015, 7:30pm  
Town Hall Meeting Room

to 17% commencing July 1, 2015. The monthly subsidy for Medicare supplemental coverage for qualified retired employees shall increase to \$180 effective July 1, 2015. Employees with 15 years of service shall be eligible for a buyout of up to 50 sick days upon retirement, with collection upon separation of a MERS regular or disability retirement pension. All current and future employees shall have 1% of their salary withheld and deposited in the OPEB account effective July 1, 2015. This is a non-refundable contribution. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision to approve the 5/7/15 Board of Selectman's meeting minutes.**

Mr. Tracey moved to approve the minutes from the 5/7/15 Board of Selectman's meeting. Mr. Muller seconded. Motion carried unanimously.

**Open Items:**

Mr. Landry shared that the State Budget passed. Ms. Weinstein previously stated that this budget included significantly more state aid for the Town of Weston, but Mr. Landry has not seen any real numbers. From what we were told, the town would be receiving a half percent of state sales tax collected, but Mr. Landry sees us getting these funds over a two year period.

Ms. Wirtenberg asked about employees that are not in the union, she inquired about the chances of non-union employees joining the union. Mr. Landry stated that professional employees cannot be put into the bargaining unit as non-professional employees unless by choice.

**Any other business to come properly before the meeting: None**

**Meeting adjourned: 8:15pm**

Respectfully submitted,  
Randi Derene  
Administrative Assistant

Minutes Approved: 06/15/15

Revised 5/15

**TOWN OF WESTON  
CHIEF OF POLICE**

**Position Purpose:**

The purposes of this position are to develop, manage, administer, supervise, direct and provide the community, residents and others with effective and efficient policing services according to all applicable laws and current professional policing standards and practices. S/he accomplishes these services through the deployment of resources, overseeing policing operations and direct service delivery according to departmental policies, procedures and other authorized practices and in cooperation with other governmental agencies to achieve effective law enforcement objectives and protection of life and property. The Chief of Police is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs a wide variety of technical, administrative, management and supervisory responsibilities requiring an extensive knowledge of police functions in the enforcement of state and federal laws, and town ordinances

*Supervision Received:* Works under the general direction of the Police Commission following professional standards, procedures and policies approved by the Police Commission.

*Supervision Given:* Sergeants, Detective, Police Officers, Special Officer and Secretary developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

**Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone and officers via radio; outdoor work includes participation in policing activities, incidents and other emergencies; noise levels in the outdoor work environment are potentially loud during emergencies and at incident locations; under possible adverse weather conditions, including extreme hot and cold; often driving to incidents.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment and police equipment such as firearms and handcuffs.

Makes frequent and periodic contact with other municipal departments, board of education staff, regional, state and federal officials, other police departments, the media, insurance companies,

vendors and the general public; communication is frequently in person, by telephone, fax, email in writing or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services, injury to employees, personal injury and potential civil liability and legal ramifications

Has access to extensive confidential information such as personnel records, criminal investigations and records, litigation, personal information about citizens and collective bargaining issues.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Plans, organizes, initiates and directs comprehensive police operation; analyzes and evaluates the community's requirements for policing services; initiates and implements the department vision, mission, goals, objectives, policies, programs, activities, rules, regulations, procedures, practices, to improve policing services; regularly reviews the Department's strategies, programs, equipment, materials, supplies, tactics, training, assignments and deployment to assure that all are in alignment to effectively meet the community's needs
- Assigns and allocates Department personnel; manages recruitment process for new officers and staff including testing and interviewing and presents top candidates to the Police Commission, makes personnel appointments with approval from Police Commission; supervises, trains, counsels and evaluates employees; serves as step one in grievance process; assists Police Commission with union negotiations
- Works and cooperates with other law enforcement agencies, Town departments and officials in the execution of official duties and responsibilities; is the Department's primary representative to civic organizations, public interest groups, elected representatives, schools, etc.; attends or provides for appropriate Department representation at meetings related to public safety issues and law enforcement
- Oversees the maintenance of all records and statistics required by local, state and federal agencies and statutes; provides documentation as required by those entities
- Performs law enforcement duties including, traffic control and review, accident investigation, crime investigation, arrests, use of firearms, etc.
- Investigates complaints from citizens regarding actions of officers, conducts internal affairs investigations
- Researches and issues permits such as: peddler permits, solicitor permits, target practice permits; and monitors false alarms per local ordinance
- Serve as Sergeant during absences; monitors officer's reports and work; insures training

- is maintained for each officer; serve as second officer on scene as needed
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies.
  - Prepare and administer operating budget for department; present Budget to appropriate Boards, First Selectman and Town Administrator.

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a Bachelors Degree in Criminal Justice or some closely related field and over 10 years of responsible police experience, including over 3 years of supervisory experience at a level of Lieutenant or above or equivalent position that reports directly to Police Chief as supervisor; or any equivalent combination of education, work experience and training

**Special Requirements:**

A valid motor vehicle operator's license is required  
CT Post Certification or ability to obtain

**Knowledge, Ability and Skill:**

**Knowledge:** Thorough knowledge of the principles and practices of police administration and of current approved police methods and procedures; thorough knowledge of the federal and state laws, municipal ordinances and regulations affecting policing; thorough knowledge of appropriate police facilities security, equipment and operations; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office; knowledge of municipal police budgeting.

**Ability:** Ability to develop short term and long range comprehensive plans for police operations; ability to lead and manage through others and directly supervise subordinates and to prepare and effectively communicate approved departmental policies, procedures, practices, standards and prepare general and special orders; ability to analyze and interpret laws, by-laws, rules, regulations, standards, and procedures, and apply them to specific situations and cases; ability to establish and maintain effective working relationships with various groups and individuals;

ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to plan, organize and direct emergency response services; ability to prepare and administer an operating budget for the department; ability maintain good public and community relations

**Skill:** Good verbal and written communication skills; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff; aptitude for working with people and maintaining effective working relationships with various groups to promote the best possible delivery of policing services to the community; skills associated with handling numerous projects at one time; managerial and organizational skills; excellent fiscal management skills

**Physical and Mental Requirements:**

**Work Environment**

|  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions             |      | X         |            |          |
| Work in high, precarious places        | X    |           |            |          |
| Work with toxic or caustic chemical    | X    |           |            |          |
| Work with fumes or airborne particles  | X    |           |            |          |
| Non weather related -extreme heat/cold | X    |           |            |          |
| Work near moving mechanical parts      | X    |           |            |          |
| Risk of electrical shock               | X    |           |            |          |
| Vibration                              | X    |           |            |          |
| Other-Carry fire arms                  |      |           |            | X        |
| Other-Ability to arrest suspects       |      |           |            | X        |
| Other-Describe                         |      |           |            |          |

**Physical Activity**

|   | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing                                |      | X         |            |          |
| Walking                                 |      | X         |            |          |
| Sitting                                 |      |           | X          |          |
| Talking & Hearing                       |      |           |            | X        |
| Using hands/fingers to handle/feel      |      | X         |            |          |
| Climbing or balancing                   | X    |           |            |          |
| Stooping, kneeling, crouching, crawling |      | X         |            |          |
| Reaching with hands and arms            |      | X         |            |          |
| Tasting or smelling                     | X    |           |            |          |
| Bending, pulling, pushing               |      | X         |            |          |
| Other-Driving                           |      |           | X          |          |
| Other-Describe                          |      |           |            |          |



#### Lifting Requirements

|                  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds  |      | X         |            |          |
| Up to 25 pounds  |      | X         |            |          |
| Up to 50 pounds  |      | X         |            |          |
| Up to 75 pounds  |      | X         |            |          |
| Up to 100 pounds |      | X         |            |          |
| Over 100 pounds  | X    |           |            |          |

#### Noise Levels

|  | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth)     | X    |           |            |          |
| Quiet (library, private office)          |      | X         |            |          |
| Moderate noise (computer, light traffic) |      |           | X          |          |
| Loud Noise (heavy equipment/traffic)     |      | X         |            |          |
| Very Loud (jack hammer work)             |      | X         |            |          |

#### Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

***(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)***



Office of Town Administrator


TO: Board of Selectmen  
FROM: Tom Landry  
SUBJECT: Non Union Employee Raises and Benefits  
DATE: June 1, 2015

The Board has consistently taken the position of parity in providing salary increases and benefits for its non-union employees. As you know through our collective bargaining efforts, we have defined the market for Connecticut municipal employee salary increases is between 2 and 2.25% for each of the fiscal years 2013-14, 2014-15, and 2015-16. Currently, we have a signed agreement for only one of our four collective bargaining units- the Town Hall unit. Salary increases for this group were 2.25%, 2.25%, and 2.0% for these three fiscal years.

The Dispatch group has not been very active in its negotiations. They have canceled the vast majority of our scheduled meetings throughout negotiations, and appear to be waiting for a ruling regarding health insurance before it renews its interest. The Police Department, which has the same UPSEU affiliation as Dispatch, is at impasse, and awaits mediation, then binding arbitration with the Police Commission. The DPW group, which has the same AFSCME affiliation as the Town Hall unit, gave the Town a final offer on May 21, to which Gayle made a counter offer on the 22nd. She has received no response to date, so I am not sure where those negotiations sit at the moment.

Resolution with these outstanding groups does not appear imminent. Accordingly, I suggest that the Board move to approve the salary increases and benefit changes for the non- union employees as follows.

1. FY2013-14. The group received a 1.75% increase for this period in the spring of 2014. It is recommended that current employees be given an additional .5% increase retroactive to the commencement of the first complete pay period for that fiscal year. This will total a 2.25% increase, which is consistent with the amount negotiated with the Town Hall unit.
2. FY2014-15. The group has received no increase for this period. It is recommended that current employees be provided a 2.25% increase retroactive to the commencement of the first complete pay period for the fiscal year. This will mirror the raise amounts provided to the Town Hall unit.
3. FY2015-16 It is recommended that current employees receive a 2% raise for the 2015-16 fiscal year, commencing July 1. This mirrors the Town Hall unit agreement.
4. The employee health insurance contribution n shall increase from 16% to 17%, reflected in the first pay check issued July 11, 2015. Further, HSA accounts will no longer be part of the Town's medical





coverage plan design for these employees as of July 1, 2015. That layer of coverage will now be provided by an HRA account. These elements mirror the Town Hall unit agreement.

5. The monthly subsidy for Medicare supplemental coverage for qualified retired employees shall increase from a maximum of \$175 monthly to a maximum of \$180 effective July 1, 2015. This mirrors the Town Hall unit agreement.

6. These employees will be eligible for a buyout of up to 50 days of accumulated sick leave upon retirement. Qualifications for the program include a minimum of 15 years of service time with the Town, and collection upon separation of a MERS regular (55 years of age) or disability retirement pension. All four units have this benefit in varying amounts and qualification levels. This will provide the benefit to the non-union employees at the lowest number of eligible days, and highest service period requirements included among any of the unit agreements.

7. Effective with the pay check of July 11, 2015, employees shall have 1% of their salary withheld, and deposited into the Town's OPEB account. This is a non-refundable contribution, and shall apply to all successor employees. It is noted that these will be the only employees to date who will make such a contribution. Each of the units has been asked to do so through negotiations, but to date no such agreement has been secured with any of the units.



**Board of Selectmen's Special Meeting  
Minutes  
Monday, June 15, 2015, 7:30pm  
Town Hall Meeting Room**

**Present:** First Selectman Gayle Weinstein, Selectman Dennis Tracey, Selectman David Muller, Town Administrator Tom Landry, Planning & Zoning Vice Chairman Jane Connelly, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding the re-appointment of Margaret Brooks to the Commission for the Arts for a term to end June 30<sup>th</sup> 2017**

**Mr. Muller moves to re-appoint Margaret Brooks to the Commission for the Arts for a term to end June 30<sup>th</sup>, 2017. Mr. Tracey seconded. Motion passed unanimously.**

**Discussion/decision regarding the re-appointment of Don Saltzman and Harvey Bellin as the Town of Weston's Area 9 Cable Council representatives for a term to end June 15, 2017. Mr. Tracey moved to re-appoint Don Saltzman and Harvey Bellin as the Town of Weston's Area 9 Cable Council representatives for term to end June 15, 2017. Mr. Muller seconded. Motion passed unanimously. Ms. Weinstein added that she wanted to thank Mr. Saltzman and Mr. Bellin for all of their hard work and bringing in a lot of grant funding.**

**Discussion/decision regarding the mission statement for the Strategic Planning Committee. Vice Chair of P&Z Jane Connelly joined the Selectmen. Ms. Weinstein first stated that she and Mr. Tracy attended the P& Z meeting and all agreed that it would be best to work in a collaborative manner regarding the Town's Strategic Planning. The new Select committee would report directly to both the Board of Selectmen and the Planning and Zoning Commission, and changes were made accordingly to the mission statement. (see attached.) Mr. Muller recommended an initial 2 year term and then 1 year terms after that.**

**Mr. Muller moved to approve the mission statement for the Strategic Planning Committee as amended at the 6/15/2015 Board of Selectmen meeting. Mr. Tracey seconded. Motion passed unanimously.**

**Interviews for potential members of the strategic planning committee; Larry Roberts, Marc Karasu, Christopher Spaulding, Ellen L.F. Strauss, Harvey Bellin, Barbara Reynolds: Interviews conducted by First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, and Vice Chair of P & Z Jane Connolly.**

**Board of Selectmen's Special Meeting  
Minutes  
Monday, June 15, 2015, 7:30pm  
Town Hall Meeting Room**

**Larry Roberts:** Mr. Roberts states the mission statement mirrors the reasons why he wants to joining the committee. He has lived here over 23 years. He and his wife plan to stay in town after their children graduate high school. He has a vested interested in affordability, sustainability and keeping Weston similar to how it is now. He understands growth may need to happen but wants to maintain the quaint feel of Weston. As Deputy Chief of the Fire Department, he also has an interest in the growth of Weston and its impact on emergency services.

**Marc Karasu:** Mr. Karasu moved to Weston about a year ago. He is married with two young children. He moved here after looking for 4 years in nearby towns, searching for the ideal balance of commute, schools, house, taxes etc. and felt Weston was the perfect place. His concern now is keeping Weston and its schools from being jeopardized. Mr. Karasu has professional experience in marketing and branding and feels he can bring those skills to this committee. He has a strong digital background as well. .

**Christopher Spaulding:** Mr. Spaulding worked on the Phase 1 report. He has a background in experimental research science but also marketing/consulting/data analysis. He has also been an appointed member of Conservation Commission for the past 5 years as well as serving on the Youth Commission. He sees a lot of opportunity in Weston to not only draw new people to town, but to also allow those that live in town, be able to stay in town. Mr. Spaulding has two young children in the school system.

**Ellen L.F. Strauss:** Ms. Strauss has lived in Weston for 46 years and plans on staying. She moved her for the excellent school system. She would like to retain and attract new residents. She has had experience with focus groups and data collection. She is also a mediation and collaborative law attorney with creative problem solving experience. Ms. Strauss founded the "Keep Weston Rural" group and was involved with Weston's acquisition of several parcels of land. She loves the rural aspect of Weston but is broad minded.

**Harvey Bellin:** Mr. Bellin has lived in Weston since 1984. He has a degree from Yale in drama and has a professional background in directing. He produced the emmy award winning film, "The Outlivers" in 1979. Mr. Bellin has also researched and produced film about education and drug prevention. He is a member of the Cable 9 Area Council and is well experienced in grants. Applicable skills would be knowledge of the history of Weston, marketing and research skills. He also has experience in the grant process, which Ms. Weinstein stated could assist the town in funding consultants, planning etc.

**Barbara Reynolds:** Ms. Reynolds has lived here since 1991 and has put children through school here, and now has grandchildren in the school system. She is a former BOE member, and was involved with the construction of new schools. She works as a realtor and tries to sell Weston all the same. She feels realtors don't sell Weston because they don't understand Weston. Ms. Reynolds is optimistic about Weston and doesn't have preconceived ideas.

Board of Selectmen's Special Meeting  
Minutes  
Monday, June 15, 2015, 7:30pm  
Town Hall Meeting Room

**Discussion/decision regarding requested supplemental appropriation for FY 2014-15 Town operating expenses in the amount of \$122,750.** : Town Administrator Tom Landry said that the year end deficit was primarily in the areas of paving, snow removal and police overtime, but there was an offsetting surplus mainly in the legal fees and health insurance budget which added up to a projected deficit of \$122,750. Revenues are well over the anticipated amount, \$648,000 which increases the General Fund to 16.4% of this year's budget. Revenues mainly came from tax collection, back taxes, as well as less than budgeted tax abatements. Mr. Tracey moved to approve the requested supplemental appropriation for FY 2014-15 Town operating expenses in the amount of \$122,750. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding requested supplemental appropriation in the amount of \$125,519 for paving projects, reflecting additional Town Road Aid funding.** Ms. Weinstein stated that we are asking for this because we received additional town road aid this year in the amount of \$125,519. In order to utilize this money, since the money goes into our general fund, we need to appropriate it for this use. This is for the FY 2015/16 budget.

Mr. Muller moved to approve the requested supplemental appropriation in the amount of \$125,519 for paving projects, reflecting additional Town Road Aid funding. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding an update on the Facilities Plan.**

Mr. Tracy requested that it was put on the agenda. Ms. Weinstein said the only update is that the BOE is discussing the Facilities Plan at their meeting tonight. We are hoping to get their approval by mid-July or August so we can move ahead with the funding plan. More cost estimates should be coming back by the end of the week.

**Discussion/decision regarding tax abatement & health insurance contribution waiver request by Weston EMS on behalf of Ms. Yvonne Ehrismann: Karyl McGill, EMS Human Resource officer. (Standing in for EMS President Jon Weingarten)**

Yvonne Ehrismann has been a valued member for almost 20 years. She suffered an injury during the line of duty and was out on medical leave for over a month. There is no current provision for the tax abatement for a Leave of Absence. Ms. Ehrismann did not make Category 1 for health insurance. EMS is requesting a waiver for this particular instance. She met all other requirement except for her 60 call points (equivalent to 2 EMS calls).

Mr. Muller moves to approve the waiver allowing Yvonne Ehrismann to be in Category 1 classification in the health insurance and tax abatement program due to lost time as a result of a line of duty injury. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision to approve the Board of Selectmen minutes from May 7<sup>th</sup> and June 4<sup>th</sup> 2015.**



Board of Selectmen's Special Meeting  
Minutes  
Monday, June 15, 2015, 7:30pm  
Town Hall Meeting Room

Mr. Tracey moves to approve the Board of Selectman minutes from May 7<sup>th</sup>, 2015. Ms. Weinstein seconded. Mr. Muller abstains. Motion carried unanimously.  
Mr. Muller moves to approve the Board of Selectman minutes from June 4<sup>th</sup>, 2015. Mr. Tracey seconded. Ms. Weinstein abstains. Motion carried unanimously.

**Executive Session:**

- Litigation Update
- Discussion regarding Police Union Contract

Ms. Weinstein makes a motion to move into executive session. Mr. Muller seconded. Motion carried unanimously.

**Public Session Adjourned: 8:56pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

**Executive Session convened: 9:02pm**

**Executive Session Meeting Minutes submitted by Tom Landry  
June 15, 2015**

**ATTENDANCE:** The meeting was convened at 9:02 pm in the First Selectman's Office by Chairman Weinstein, with Selectmen Muller and Tracey present. Also attending was Town Administrator Landry. For a portion of the meeting, Police Commissioners Gralnick and Brady were in attendance.

**DISCUSSION:** The Board discussed the status of the negotiations with the Police bargaining unit. Commissioners Brady and Gralnick left the meeting at 9:57 pm. Members then discussed the status and next steps in the Stones Trail lawsuit.

**ADJOURN EXECUTIVE SESSION:** At 10:16 pm, David Muller made a motion, Gayle Weinstein seconded, to adjourn executive session and resume in open session passed unanimously.

**ADJOURN:** At 10:17 pm a motion to adjourn the meeting, Dennis Tracey made a motion, David Muller seconded, motion passed by unanimous vote.

**Minutes Approved: June 30, 2015**

## TOWN OF WESTON STRATEGIC PLANNING COMMITTEE

This committee is intended to be Phase II of "Crafting a Strategic Plan for Weston's Future." The committee shall consist of up to 15 members, with a term to expire in 2 years, unless the committee is terminated earlier by the Board of Selectmen. Said committee can be renewed for additional one year periods as deemed necessary or appropriate by the Board of Selectmen. A Selectman and a representative of the Planning and Zoning Commission shall act as co-Chairs. The committee shall report on its progress to the Board of Selectmen and to the Planning and Zoning Commission quarterly. The mission of the committee is to:

1. Assess the views of residents, prospective residents and stakeholders with regard to future planning for the Town of Weston, including any changes in to Weston's Planning and Zoning Regulations, so as to achieve its long term goal to be an attractive, affordable and sustainable community; and
2. Working collaboratively with the Planning and Zoning Commission and other pertinent town boards, commissions and committees, make recommendations to the Board of Selectmen and to the Planning and Zoning Commission with regard to a strategic plan, including a marketing plan, to achieve the Town's goals.

This committee should consider:

1. Conducting public meetings to discuss the Report, dated May 7, 2015, entitled "Crafting a Strategic Plan for Weston's Future", to gain feedback and modify/fine-tune next steps towards achieving Weston's long term goals;
2. Conducting discussions to gauge the desirability of available options and to collect data. Key initial groups will be:
  - i. Representative town residents
  - ii. Individuals who have recently moved into town
  - iii. Real estate professionals who work in area
  - iv. Parents of High-School seniors and parents of recent High-School graduates
  - v. Leaders of comparable towns and other knowledgeable individuals from outside of Weston.
3. Conduct survey market research to better understand (among other topics):
  - i. Why people may be moving to Weston?
  - ii. Why people chose to leave or stay in Weston?
  - iii. What amenities are missing and desired in Weston?
  - iv. Desirability of commercial expansion around town center.
  - v. Opinions /concerns around senior/cluster/alternative housing

Selectmen's Meeting Minutes  
Tuesday, June 30, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Director of Public Works Joe Lametta, Planning & Zoning Vice Chairman Jane Connelly, Administrative Assistant Randi Derene, Weston Residents

This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding a request to access the vehicle sinking fund to purchase a snow plow and a back hoe – Joe Lametta**

Mr. Lametta stated that they are sticking to their program of replacing a truck every 10 years. They have a snow plow from 2005 that needs to be replaced. This would allow the Town to have a total of 10 snow plows with 2 spares. One old truck was given to the Board of Education and one was going to auction (with proceeds going back to the vehicle sinking fund). The towns back hoe is also in need of replacing. They will replace with the same model. Ms. Weinstein asked Mr. Lametta to make sure he gets a better price then the state bid before making the purchase. Mr. Muller made a motion to approve the request to access the vehicle sinking fund in the amount of \$165,201.00 for the purchase of a truck, sander/plow and radio, and \$116,800.77 for a 2015 John Deere 410L Backhoe Loader. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Dan McNeill to the Children & Youth Commission for a term to end June 30, 2018.**

Mr. McNeill was formerly a teacher in Weston. He took a leave of absence to go back to school and raise his children. He volunteers as the PTO president of Hurlbutt and the incoming PTO president for the Weston Intermediate School. Charlene Monn approached him to see if he would be interested in joining this commission. Ms. Weinstein asked him if there would be a timing conflict serving on this Commission, should he be elected to the Board of Education. Specifically the BOE meets on the same evening as Children & Youth, and executive sessions can begin as early as 6 pm. Mr. McNeill feels the conflict will be minimal since he would not be taking a leadership role on the Children & Youth Committee. Mr. Tracey made a motion to approve the

appointment of Dan McNeill to the Children & Youth Commission for a term to end June 30, 2018. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Patricia Goodrich to the Commission for the Arts for term to end June 30, 2017.**

Ms. Goodrich says she has been involved with the arts in the school district for 6 years. She also works with the Westport Playhouse. She feels there is a need to utilize all the arts available to them. She spoke with Paul Levin and has had several conversations about ideas to bring more of the arts to Weston. Mr. Muller moved to approve the appointment of Patricia Goodrich to the Commission for the Arts for a term to end June 30, 2017. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the reappointment of Gary Betsworth to the Commission for the Arts for a term to end June 30, 2017.**

Mr. Tracey moved to approve the reappointment of Gary Betsworth to the Commission for the Arts for a term to end June 30, 2017. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the reappointment of Mark Harper as our Animal Control officer for term to end December 31, 2015.**

Mr. Muller moved to approve the reappointment of Mark Harper as our Animal Control officer for term to end December 31, 2015. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the reappointment of Lynn Phillips to the Children & Youth Commission for a term to end December 31, 2017.**

Mr. Tracey moved to approve the reappointment of Lynn Phillips to the Children & Youth Commission for a term to end December 31, 2017. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision on accepting Diane Renaud's resignation from the Lachat Town Farm Commission, effective immediately.** Ms. Weinstein said she has done an outstanding job on this Commission, in particular, designing the beautiful Lachat Farm sign and organizing the community garden.

Mr. Muller moved to accept the resignation of Diane Renuad from the Lachat Town Farm Commission, effective immediately. Mr. Tracey seconded. Motion carried unanimously.

**Interviews for potential members of the Strategic Planning Committee: Justin Donovan, David Weber, Christine Lomuscio, Richard Frisch, Michael Imber, Jaya Daptardar, Lisa Luft, David Levy, John Loeser, Lucy Bowden, Kerry Brock, Keisha Biggs Fink, Nina Daniel, and Glenn Major - Jane Connelly, Vice Chair of P&Z**  
Justin Donovan: Mr. Donovan has lived in Weston since 2012. The school system was a big draw. He is vested in this community, and wants to help shape Weston for future.

Selectmen's Meeting Minutes  
Tuesday, June 30, 2015, 7:30pm  
Town Hall Meeting Room

Walkability is something he would love to see more of. He also feels the town needs to advertise more.

David Weber: Mr. Weber is a longtime resident and has been involved in school system. He is a realtor and would like to make the town more viable. He would love to see some videos of the town made to offer to real estate agents. Ms. Weinstein said it is a great idea, and has actually done a video in the past with Dr. Palmer for one of the real estate companies.

Christine Lomuscio: She moved to Weston 26 years ago because of its affordability. She has taught at schools, worked in public relations, served on Arts Commission so she understands how a municipality works. She is an empty nester, but doesn't want to leave Weston. She recognizes a problem where young professionals aren't able to afford Weston. She also sees that other empty nesters are staying in Weston because they can't sell their house.

Richard Frisch: He's passionate about Weston and has lived here for 28 years. He broadcasts town meetings so he is a very informed resident. Mr. Frisch is an analytical, numbers guy. He has experience in market research and online polling. Mr. Frisch feels that the town can make improvement in the area of communication and improving cell coverage, especially for people who have home based businesses. He also stated that 60% of residents in town do not have children in the school system, so maybe our tax structure needs to be looked at.

Michael Imber: Lived in Weston 18 years, two sons graduated from Weston high school. He works as a government consultant. Mr. Imber notices that towns that fail are not looking in to the future. And that is where preventative maintenance comes in, looking into future problems and issues, anticipating changes.

Jaya Daptardar: She is on a strategy planning committee for a non-profit company. Ms. Daptardar is well experienced on how to achieve goals while working with a small budget. She is aware that the town is not marketed. She feels people are moving to neighboring towns because they are not aware of what Weston has to offer; beautiful houses, schools, security.

Lisa Luft: Resident of Weston for 22 years. Her children attended school here, and involved in sports and voting. Wants to maintain the warm and caring family centered "village". Ms. Luft is heavily involved in education as she is currently a school principal in NYC and has worked for the NYC Dept. of Education for 24 years. Ms. Luft is well experienced in working collaboratively within a community. She wants to maintain social values and culture of Weston.

David Levy: He has lived in Weston for 11 years with 2 children in school system. His wife's family raised their children here too. Mr. Levy is involved with sports, Weston Basketball Assoc. Mr. Levy runs a home based marketing/consulting business. Currently works with Western Connecticut Economic Development Agency. He feels we have untapped resources here in Weston. Perhaps create an innovation center, a place for home based business people to congregate.

John Loeser: Mr. Loeser has been living in Weston for 20 years. He has a background in Mathematics, Business management, mergers and acquisitions. What we have is good here in town and wants to keep it that way. Mr. Loeser also served as a co-chair for youth sports and is an active member of the veterans committee.

Selectmen's Meeting Minutes  
Tuesday, June 30, 2015, 7:30pm  
Town Hall Meeting Room

Lucy Bowden: She is a 34 year resident of Weston. They settled in Weston since it was affordable and had a good school system. Ms. Bowden is involved with the League of Women Voters as well as the Senior Center.

Kerry Brock: A 14 year resident of Weston. They moved here thinking they were sending their child to private school, but were convinced to send him to public, and they are thankful they did. They are empty nesters now and are choosing to stay in town. She is a journalist, and it is her profession to ask questions, gather facts and tell stories.

Keisha Biggs: Ms. Biggs has lived here for one month! She moved here with her husband and two children because of the school system. Her background is in city planning, land use and development. She also has a real estate license. Ms. Biggs is excited to be part of this community and would like to help make it more viable.

Nina Daniel: Ms. Daniel has 50 years of family history in Weston. Her father was First Selectman of Weston, so she is very familiar with town issues, similar to issues today. Ms. Daniel feels that people of all ages should feel they have a place here in town. She understands that change needs to happen, but wants to make sure that we don't destroy what is good.

Glenn Major: He has been in Weston for 56 years. Mr. Major experienced the schools himself and through his children. His wife sits on the BOE. He has served the town through many organizations such as historical society, sports, as well as serving on the BOS. His professional experience in law makes him familiar with land use and is accustomed to working within regulations.

In summary, Ms. Weinstein feels all candidates are outstanding. Mr. Muller and Mr. Tracey concurred. Ms. Connelly stated that she would like to see the interview process go into September as many people are on vacation during July/August. The meeting on September 3<sup>rd</sup> could be the final opportunity to conduct interviews.

**Discussion/decision regarding screening of abutting neighbor's property from the Weston stadium field. - David Muller**

Mr. Muller said the last Lights Oversight Committee was couple of weeks ago. They said they have received zero complaints. The neighbors feel that things are going well. The use of the lights was adhering to the memorandum of understanding. There was a second walk around the property and had a "0" readout of light spillage. Screening now needs to be addressed in order to shield the direct view of the illuminated field from the neighbors. Ms. Weinstein stated they have already walked through some properties, but there is still more that need to be walked through to decide which ones need screening and which ones don't. Also, the committee needs to decide who makes the decision about what types of trees are planted. Ms. Weinstein suggests having a meeting with the neighbors and walk through properties together when the lights are on.

**Discussion/decision regarding authorizing the First Selectman to sign all necessary documents pertaining to the Local Bridge Program Grant Agreement for Godfrey Road West over the West Branch Saugatuck River, Bridge No 157007, State Project No. 9157-0007.** Ms. Weinstein stated that this grant was sent to us after the project was already started. The Town Attorney did reviewed the grant and will send a letter that

Selectmen's Meeting Minutes  
Tuesday, June 30, 2015, 7:30pm  
Town Hall Meeting Room

states we have gone through all our processes in an appropriate way. Ms. Weinstein is asking for authorization to sign all the documents. Mr. Tracey moved to authorize authorizing the First Selectman to sign all necessary documents pertaining to the Local Bridge Program Grant Agreement for Godfrey Road West over the West Branch Saugatuck River, Bridge No 157007, State Project No. 9157-0007. Mr. Muller seconded. Motion carried unanimously.

**\*Ms. Weinstein makes a motion to add an item to the agenda.** It is a Resolution to allow the First Selectman to enter into contracts with the CT Dept. of Agriculture. This resolution is needed to receive an agriculture viability grant for the Lachat Farmhouse in the amount of \$17,000 to build a greenhouse. Mr. Muller moved to add this item to the agenda. Mr. Tracey seconded. Motion carried unanimously. Mr. Tracey moved to authorize the First Selectman to enter into contracts with the CT Dept. of Agriculture. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the approval of the Board of Selectmen minutes from May 21<sup>st</sup> and June 15<sup>th</sup> 2015.** Mr. Muller moved to approve the Board of Selectmen minutes from May 21<sup>st</sup> and June 15<sup>th</sup>, 2015. Mr. Tracey seconded. Motion carried unanimously.

**Open Items:**

- a. **First Selectman Updates: (add update from Gayle)**  
The State Legislator update –Regarding the Budget Implementer Bill for FY 16, it looks like we get about \$1000 less in State Aid, so pretty close to level funded. In FY 17 and 18, if the state collects the sales tax revenue that they anticipate, we will receive an additional \$304,000. On the corporate side, the unitary tax is getting pushed off for one year. Other taxes, such as internet sales, are getting eliminated.  
Ms. Weinstein is looking into the CT Gig program to bring high broadband access to Weston. She is working with Craig Tunks, our new IT Director, on this project.

**Any other business to come properly before the meeting: None**

**Executive Session :** Ms. Weinstein moved to enter executive session. Mr. Muller seconded. Motion carried unanimously.

**Adjourn Open Session: 9:12pm**



**Selectmen's Meeting Minutes  
Tuesday, June 30, 2015, 7:30pm  
Town Hall Meeting Room**

**Executive Session Meeting Minutes, submitted by Tom Landry**

**June 30, 2015**

**ATTENDANCE:** The meeting was convened at 9:15 pm in the First Selectman's Office by Chairman Weinstein, with Selectmen Muller and Tracey present. Also attending was Town Administrator Landry. For a portion of the meeting, Police Commissioner Gralnick was in attendance.

**DISCUSSION:** The Board discussed the request by the Commission to approve the tentative agreement it negotiated with the Police bargaining unit. Commissioner Gralnick left the meeting at 9:40 pm. Members then discussed the status and next steps in the Stones Trail and Lafayette lawsuits. No votes were taken.

**ADJOURN EXECUTIVE SESSION:** At 10:00 pm, a motion ( DM, DT second) to adjourn executive session and resume in open session passed unanimously.

**ADJOURN:** At 10:01 pm a motion to adjourn the meeting (DT motion, DM second) passed by unanimous vote.

**Respectfully Submitted by,  
Randi Derene  
Administrative Assistant**

**Minutes approved 7/30/15**

Board of Selectmen's Meeting (Special)  
MINUTES : Approved 8/20/15  
Thursday, July 30th, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Town Administrator Tom Landry, Planning & Zoning Chairman Tom Failla, Administrative Assistant Randi Derene, Library Director Karen Tatarka, Library Board Chairman Amy Sanborn, Weston Residents

Selectman Dennis Tracey was not present.

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding the appointment of Allison Lisbon to the Children & Youth Commission for a term to end July 30<sup>th</sup>, 2018.** Ms. Lisbon has lived in Weston for 5 years and is a licensed social worker. She currently works for Caring Hospice as well as St. Francis preschool as a social worker consultant. Ms. Weinstein felt that her background would be outstanding for this commission. Mr. Muller moved to appoint Allison Lisbon to the Children & Youth Commission for a term to end July 30<sup>th</sup>, 2018. Ms. Weinstein seconded. Motion carried.

**Discussion/decision to accept the resignation of Nina Daniel from the Board of Education effective August 31, 2015.** Mr. Muller moved to accept the resignation of Nina Daniel from the Board of Education effective August 31, 2015. Ms. Weinstein seconded. Motion carried.

**Discussion/decision regarding the appointment of Dan McNeill to fill the upcoming Board of Education vacancy left by Nina Daniel for a term to start August 31, 2015 and end November 3, 2015.** Mr. McNeill was nominated by the RTC to fill the vacancy left by Ms. Daniel. Mr. McNeill has been a resident of Weston since 2006. He was a teacher and served on many committees. He left teaching to spend more time with his family. He also runs his own business. Mr. McNeill is also the incoming PTO president of WIS. Ms. Weinstein asked if that would be a conflict. Mr. McNeill said it is his understanding that it would be a conflict if he sits on the BOE, so he plans to resign as president. Mr. Muller moved to appoint Dan McNeill to fill the upcoming Board of Education vacancy left by Nina Daniel for a term to start August 31, 2015 and end November 3, 2015. Ms. Weinstein seconded. Motion carried.

**Interviews for the Strategic Planning Committee:** Jonathan Moffly, Denny Brooks, Charlie Shipman, Leona Peiffer, Mary Francois, Ilene Richardson, Alisa Waterman, Dana Repka and James Joyce.

Planning and Zoning Chairman, Mr. Tom Failla sat in on the interviews as P&Z Vice Chair.

Jonathan Moffly (interview conducted via telephone): Mr. Moffly publishes magazines in the area which keeps him very involved in neighboring communities as well as Weston. Mr. Moffly also has sat on the board of the Westport/Weston Chamber of Commerce as well as the Fairfield

Board of Selectmen's Meeting (Special)

MINUTES : Approved 8/20/15

Thursday, July 30th, 2015, 7:30pm

Town Hall Meeting Room

County's Community Foundation. His goals while sitting on these boards were to make this community a better place for businesses to thrive and provide a good economic environment. Mr. Moffly has a good understanding of home businesses and helping them with connections and resources.

Denny Brooks: Mr. Brooks is a Commercial Scientist. He loves the school system here in Weston. He brings experience such as statistical evaluation, data analysis and consumer testing (developing products that consumers want). He also sat on the Charter Revision Committee and learned about the Town and its politics.

Charlie Shipman: New to town, moved here 16 months ago. Mr. Shipman is a financial planner and his target market is Generation X and Millennial clients. He also volunteers in many other organizations in town. Ms. Weinstein explains that a large part of the "Crafting a Strategic Plan" report is centered on the fact that we need to know what Gen X and the Millennials are thinking and what are they looking for when picking a town to move to. She felt that Mr. Shipman had a good handle on these specific generations.

Leona Pieffer: Ms. Pieffer has lived here since 2007 and has two boys in WIS. She is a small business owner, running three franchises of College Nannies, Sitters and Tutors. The bulk of her employees are Millennials and Gen X'ers. She has good insight into how they think. This would be the first time she has stepped up to be involved in a town committee. She likes the idea of having a say as to where this town goes in the future. Ms. Pieffer is aware the needs and desires of these two generations are very different from ours.

Mary Francois: Ms. Francois is new to town, moving here from Nashville, TN. She has a student at Hurlbutt and a preschooler. Ms. Francois said that the city of Nashville went through a similar process and she found it a great learning experience to be part of that. She is a strong people person. Ms. Francois was drawn to Weston because of the schools, the slower pace, and a safe environment. Weston wasn't on their radar except for the fact she has a cousin that lives here in town. She states that Weston is not very visible when you are shopping for a house online. Ms. Francois has a great amount of home buying experience so she brings good real estate insight.

Ilene Richardson: Ms. Richardson has lived in Weston for 4 years and has two children in the school system. She works for an ad agency and frequently works with Millennials. She also has a background in political science and urban planning. Ms. Richardson wants to help by being a positive contributor to help the town grow. She has interest in home businesses and helping them thrive in town. This would be the first time Ms. Richardson has been involved in a town committee or commission.

Alisa Waterman: Ms. Waterman is a scientist /researcher. She brings experience in developing strategies, team building as well as working with goals and timelines. She has lived in Weston for 15 years and has a son who went through the school system.

Dana Repka: Ms. Repka has lived here for 8 years. She worked as an elementary teacher and now she is a stay at home mom. She is a Millennial and wants more Millennials to move here. She lived in New Jersey and knew nothing about Connecticut. They were told about Weston by a co-

Board of Selectmen's Meeting (Special)  
MINUTES : Approved 8/20/15  
Thursday, July 30th, 2015, 7:30pm  
Town Hall Meeting Room

worker after finding that other towns such as Westport, New Canaan and Darien just wasn't for them. Living close to train line was very important to consider when picking what part of Weston they could live in. Ms. Repka wants the schools to thrive and wants to avoid a dwindling enrollment. She loves the schools and the space that Weston offers as well as all the outdoor activities such as the hiking trails.

James Joyce: Mr. Joyce represents the younger generation and is a student at Weston High School. He moved here when he was in 4<sup>th</sup> grade. He was president of his class last year, is on the Mock Trial team, plays two sports and also interns on the Republican Town Committee. Mr. Joyce greatest concern is regarding declining enrollment. He can offer a fresh perspective, an open mind and can tell us firsthand about the concerns and interests of students in town. Ms. Weinstein asked Mr. Joyce if he feels that kids are saying there is nothing for them to do. He says it definitely is and would be something he would like the committee to address. Ms. Britta Lerner, Chairman of the RTC, added that Mr. Joyce is dedicated and would be a great asset to the committee. Ms. Weinstein also asks Mr. Joyce if he feels he has the time to commit to this project and he replied that he would.

Ms. Weinstein stated that we will continue the interview process at our August 20<sup>th</sup> meeting and will be hopefully making a decision at the September 3<sup>rd</sup> meeting.

**Discussion/decision regarding authorizing the First Selectman to execute a contract with the architectural firm of Peter Gisolfi Associates related to design and architectural services for the Library Renovation Project:** Amy Sanborn and Karen Tatarka

Ms. Tatarka said they are at the point where they have completed the schematic design and are now in the contract phase. She also announced that they have received \$256,000 in grant funding from the State Bond Commission. Ms. Sanborn thanked our State Legislators, Gayle Weinstein, Tom Landry, Pat Sullivan and Richard Wolfe for all being instrumental in moving this project along. She also thanked Karen Tatarka for everything she has done to get them where they are today. Mr. Muller moved to authorize the First Selectman to execute a contract with the architectural firm of Peter Gisolfi Associates related to design and architectural services for the Library Renovation Project. Ms. Weinstein seconded. Motion carried.

**Discussion/decision regarding review of redraft of Town Personnel Policies and Practices Handbook.** Ms. Weinstein decided to push this out to our next meeting on August 20<sup>th</sup> since Mr. Tracey is not in attendance. She thanked Mr. Landry for all his hard work on this.

**Open Item: First Selectman's Update**

- Ms. Weinstein reported again the great news of the Library Grant. This was a tremendous accomplishment to receive this grant money.
- The Godfrey Road Bridge Ribbon Cutting date will be rescheduled due to tonight's storms.

**Discussion/decision regarding approval of minutes from the June 30<sup>th</sup>, 2015 Board of Selectman's meeting.** Mr. Muller moved to approve the minutes from the June 30<sup>th</sup>, 2015 Board of Selectman's meeting. Ms. Weinstein seconded. Motion carried.

Board of Selectmen's Meeting (Special)  
MINUTES : Approved 8/20/15  
Thursday, July 30th, 2015, 7:30pm  
Town Hall Meeting Room

**Executive Session – DPW Union Negotiation** Ms. Weinstein moved to go into Executive Session. Mr. Muller seconded. Motion carried.

**Open Session adjourned: 8:29pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

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Board of Selectmen  
Executive Session Meeting Minutes  
July 30, 2015

**ATTENDANCE:** The meeting was convened at 8:33pm in the First Selectman's Office by Chairman Weinstein, with Selectman Muller present. Also attending was Town Administrator Landry.

**DISCUSSION:** The Board discussed the upcoming mediation session with the AFSCME Highway unit. No votes were taken.

**ADJOURN EXECUTIVE SESSION:** At 8:47 pm, a motion ( DM, GW second) to adjourn executive session and resume in open session passed unanimously.

**ADJOURN:** At 8:48pm a motion to adjourn the meeting (DM motion, GW second) passed by unanimous vote.

Submitted by, Tom Landry

**Board of Selectmen's Meeting**  
**Thursday, August 20<sup>th</sup>, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Muller, Town Administrator Tom Landry, Planning & Zoning Vice-Chairman Jane Connelly, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding allocating funds from the FY 15/16 Community Grants Line to Homes with Hope for the amount of \$14,853 – Hal Schupack and Jeff Weiser**

Mr. Weiser states that they have asked for the same amount every year. They receive support from 66 Weston Households as well as Norfield and Emmanuel church as well as the Kiwanis Club support, as well as Peters Market who supply them with leftover food. The demographics have changed. Numbers from Weston are going down, down to 2 Westonites. The facility used to be more for economic hardship, now it is more of a mental health facility. Residents from Westport, Wilton and Weston take priority. It is important that Weston supports Homes with Hope as there is no place for homeless to go in our town. Demographics of this facility are mostly mental health issues and a few that just need to get a job. Their staff supports people with mental health issues, finding them treatment with the help of case managers and social workers. Therapy is not provided. Our Weston Human Services team helps to refer people to Homes with Hope. Mr. Weiser handed out a brochure to show where all their facilities are. Ms. Weinstein adds that the Community Grants Line is \$25,000, so a significant amount of our funds go to this organization.

**Mr. Muller moved to approve the allocation of funds from the FY 15/16 Community Grants Line to Homes with Hope for the amount of \$14,853. Mr. Tracey seconded. Motion carried unanimously.**

**Interviews for the Strategic Planning Committee: Faith Florer, Doug Olin, Thomas Glass, Bill Douglass, Elena Hallulin, William McKinney, Anita Dinwoodie and Mark Davis.** Jane Connelly, Vice Chair of Planning and Zoning, joined the selectman at the table.

**Faith Florer:** No answer so we will reschedule her for the next meeting.

**Doug Olin:** Mr. Olin is a practicing lawyer and has lived in Weston for 13 years. He has two children, one who just graduated high school. He loves this town and would like to live here for the rest of his life. But, now his friends with children, who have just graduated, are moving out of town. He would like to help find a solution to make Weston more desirable, especially for those who no longer have school age children.

**Thomas Glass:** Mr. Glass has lived in town for 28 years. His kids went through school system. He has served on several committees. Mr. Glass has always loved the concept of strategy and brand strategy. He sees Weston as a brand and we need to work on its perception in the

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marketplace. We need to ask people who moved here and people who are leaving. We need to get a handle on what this town is. Who are we? Where are we going? How are we going to get there? And we need to understand and define the culture of Weston.

Elena Haliulin: She is a corporate lawyer and has two children in school system. Ms. Haliulin loves the town, community and her home. Her main concern is for that to continue. She doesn't want to be one of those people that move out after her kids graduate. This would be the first committee she would serve on in town. Ms. Weinstein likes the fact that there are residents who are stepping up who haven't before.

Bill Douglass: Mr. Douglass has formally worked in an international medical non-profit company. Today he is in a public relations business out of his home. He has lived here for two years, and has two small children. Mr. Douglass would like to be part of a group like this to combine his non-profit experience as well as his current marketing and PR work. He would like to be involved in attracting Millennial's to this town. He also has experience in Social Media.

William McKinney: not present; will try and reschedule for next meeting.

Anita Dinwoodie: She is a millennial, moving here from NYC looking for more space, expecting twins. She has a background in PR, has also worked in politics. Her strengths are in communication, organization and bringing people together. They like the schools, space, and proximity to NY. But, as a young mom she does not feel the strong community. She actually has thought of moving to towns like Wilton or Westport because there is more to do, more friends there. Ms. Dinwoodie would hate to pick up and move, so she is interested in offering criticism and ideas. She would like to bring more to town. She is part of the "at risk" group in Weston.

Mark Davis: Mr. Davis works in investment banking. Strategy is always his main focus. He has experience working on a board. He moved here 5 years ago and has two small children. It is important that they make Weston the town they bring their family up in. His family was attracted to Weston because of schools, proximity to NY, and 2 acre lots. They moved here for the long term and he wants to be involved in making that work.

**Discussion/decision regarding AFCME DPW Local 1303-41 Grievance of Health Insurance Contribution Calculation: Al Blizzard.** This item will be tabled for a minimum of 15 days.

**Discussion/decision regarding review of redraft of Town Personnel Policies and Practices Handbook: Tom Landry**

See recommended changes attached. It was agreed to change wording as follows:

2.3 Compensation & Classification Plan Administration: Ms. Weinstein wanted to clarify that all non-union employees are under this plan. Mr. Landry confirmed this. This plan can be amended. Mr. Tracey suggested that there needs to be a change in language that we can change or eliminate the classification plan. Mr. Tracy recommended adding the wording: "The board may at any time terminate the Plan, and..."

Ms. Weinstein also asked for clarification on when employees get their increases. Mr. Landry explained that step increases happen on their anniversary date (unless they are already at the highest step). General wage adjustments happen on July 1<sup>st</sup>.

The wording of "changes to the compensation plan" might need to be changed to "changes to the rate of the compensation will be made prior to July 1<sup>st</sup> through a vote of the Board of Selectman during the annual budget process"

2.4 OPEB Contribution: Ms. Weinstein inquired about the 1% contribution to the OPEB account. This is only for the non-union employees who are under the pay and Compensation plan (and also under the pension plan). The wording is suggested to be "1% or the rate determined by the Board of Selectmen."

2.6 Performance Review: This is a new paragraph, no changes necessary.

Ms. Weinstein asks that the changes are made and reviewed again at the next meeting.



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**Discussion/decision regarding a Global Facilities Committee update**

Ms. Weinstein says the Global Facilities Committee met with Brian Humes, the architect working on the Public Safety Complex. The proposed cost estimate for the Complex is \$7.9M for Hard Costs and the Total Project Cost, including contingency and Hard Costs would be approximately \$10.2M. Ms. Weinstein has indicated that she is looking to see where we can reduce costs. Town Engineer John Conte thinks perhaps the septic can be combined with Hurlbutt's system. If the state gave us permission to do so, we could have a \$600,000 savings. She also asked Mr. Humes to work with Allen Swerdlowe and Chief Troxell to see if they could eliminate additional square footage from the Police Station. The latest iteration reduces the square footage by 900 sq. ft. They will meet again to make sure the spaces eliminated are approved by the Police Commission and Chief Troxell and get updated numbers. Mr. Tracey asks if the Police Commission has approved this plan, Ms. Weinstein confirms they did. Mr. Tracey would like to speak with the Commission to understand their views. Mr. Tracey also wants to see the price comparison with the new facility and the cost of renovation. He says he still has not been presented with this comparison, including operation costs. Ms. Weinstein stated that this was already discussed at previous meetings. She does not have a comparison of cost for new vs. renovation and addition, but can ask Mr. Humes to tell us the cost of providing that information.

Nina Daniel added that she recalls Mr. Humes referring to a report that reviews the renovation of the existing space and expand as needed? She wants to know if this report exists. Ms. Weinstein states that there was no report, but there was a letter. The big issue is that we can't renovate as we need to find a new location for Land Use since the BOE doesn't want them on the school campus. Mr. Tracey stated that now we have learned we have 8 more years left in the Annex, he does not feel we have an urgent need to move Land Use. Ms. Weinstein said she will collect copies of minutes and information presented at previous meetings and will forward them on. She will also contact Brian Humes to get a quote on costs of running a renovation estimate.

**Request for Property Tax Refunds:**

|                                  |            |
|----------------------------------|------------|
| Nissan Infiniti                  | \$303.02   |
| John Sullivan                    | \$46.31    |
| Frederic Kessler                 | \$132.44   |
| Daimlee Trust                    | \$819.69   |
| Volkswagen Credit                | \$2,083.99 |
| Joseph & Nancy Krysiak           | \$43.12    |
| Kerry Robinson                   | \$32.37    |
| Lori Elkins                      | \$33.09    |
| Daimler Trust/Mercedes-Benz      | \$534.47   |
| Kerstin Mendeloff                | \$60.52    |
| American National Recovery Group | \$256.29   |
| Total:                           | \$4,345.31 |

Mr. Muller moved to approve the Property Tax Refunds as listed on the August 20<sup>th</sup> agenda for a total amount of \$4,345.31. Mr. Tracey seconded. Motion carried unanimously.

**Open Item: First Selectman's Update**

**Board of Selectmen's Meeting**

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**Town Hall Meeting Room**

- Ms. Weinstein stated we received another grant for the Lachat Farm, the Agriculture Viability Grant for \$17,000, which will be used for a greenhouse and a website.
- COG update: the Board decided to move forward to consolidate offices. Their lease ends in Stamford at the end of September. Space will be consolidated and they will save money. Danbury /Newtown area is being looked into for the new space
- The Partnership for Strong Communities: Ms. Weinstein attended a meeting this morning where they gave out house and data profiles. (Weston Profile attached) The information was very similar to what was in our Phase 1 of our Strategic Plan in terms of the aging of our population, declining school enrollment and our housing market.

**Any other business to come properly before the meeting: None**

**Discussion/decision regarding approval of minutes from the July 30<sup>th</sup>, 2015 Board of Selectman's meeting. Ms. Weinstein made a motion to approve the minutes from the July 30<sup>th</sup>, 2015 Board of Selectmen's meeting. Mr. Tracey abstained. Mr. Muller seconded the motion. Motion carried unanimously.**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Minutes approved 9/3/15



Weston

# Housing Data Profiles

2015



## Population, Households & Age

Source: 2009-13 American Community Survey

|                        | 2009-13 | 2000   | % Change |                              | 2009-13 | 2000 | % Change |
|------------------------|---------|--------|----------|------------------------------|---------|------|----------|
| Population             | 10,261  | 10,037 | 2%       | Householders living alone    | 10%     | 11%  | -1%      |
| Households             | 3,154   | 3,312  | -5%      | Residents living in families | 90%     | 85%  | 5%       |
| Average household size | 3.25    | 3.03   | 7%       | Households with someone <18  | 54%     | 51%  | 3%       |
| Average family size    | 3.49    | 3.28   | 6%       | Households with someone > 65 | 26%     | 21%  | 5%       |

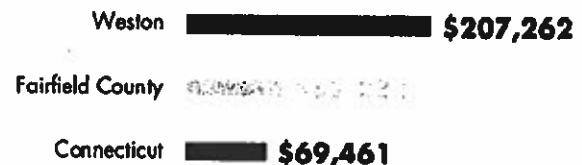
Median age for those living in Weston is 42.5 years old, 2.3 years older than CT's median age of 40.2 years old.

## \$\$\$ Income & Age

### Median Household Income

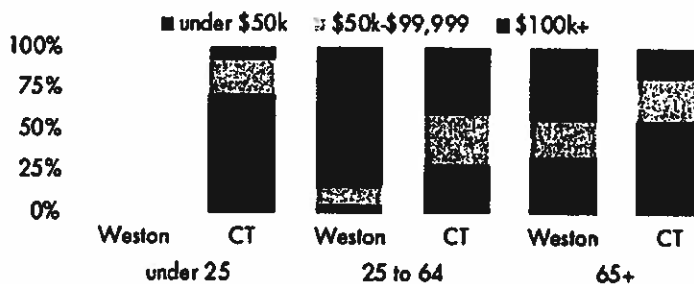
Source: 2009-13 American Community Survey

Weston's annual median household income in 2013 was \$207,262, 198% more than Connecticut's median household income of \$69,461. It is 152% more than Fairfield County's median household income of \$82,283. Weston's median household income ranks 1 (1=highest, 169=lowest) among CT's 169 municipalities.



### Income by Age of Head of Household: Weston

Source: American Community Survey 2009-13



In Weston, 0.0% (0) of the heads of households were under 25 years old, 24% (768) were 25-44 years old, 54% (1,705) were 45-64 years old and 22% (681) were 65 or older.

Throughout Connecticut, households headed by those under 25 and those 65 and over tend to have lower incomes than those 25-64 years old, limiting their housing options.

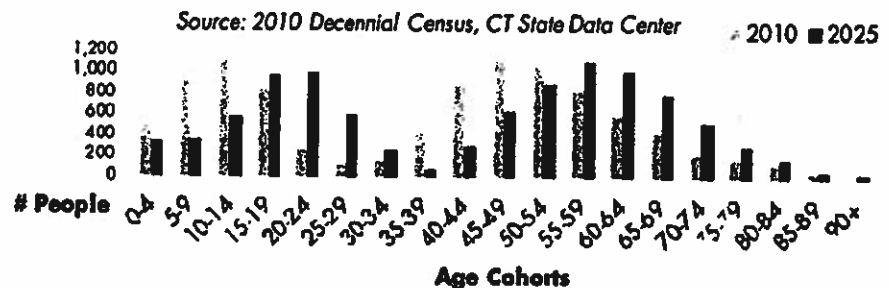


## Aging of the Population

Weston is one of the 153 Connecticut municipalities projected to see a drop in school-age population between 2015 and 2025. Many municipalities will see declines over 30%. The projected decrease for Weston is 37%. Meanwhile the 65+ population for Weston is projected to increase by 52%.

### Age Cohorts - 2010 Population, 2025 Population Projections: Weston

Source: 2010 Decennial Census, CT State Data Center





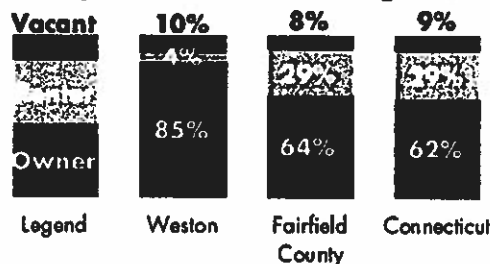
## Characteristics of Housing Stock

### Tenure

|                 | Weston | Fairfield County | Connecticut |
|-----------------|--------|------------------|-------------|
| Total           | 3,517  | 361,272          | 1,486,995   |
| Owner-Occupied  | 3,002  | 229,486          | 919,488     |
| Renter-Occupied | 152    | 103,169          | 436,361     |
| Vacant          | 363    | 28,617           | 131,146     |

Source: 2009-13 American Community Survey

### Percent of Owner-Occupied, Renter-Occupied and Vacant Housing Units



Weston saw its number of housing units decrease by 0% from 2000 to 2013. Renters live in 4% of Weston's housing stock, compared to 29% for Fairfield County and 29% for Connecticut.

### Units in Structure

Overall, 67% of CT's occupied housing stock is comprised of single-family housing, while 33% is multifamily housing (2+ units in structure) and 1% is mobile homes.

In Weston, 98% of occupied homes are single-family, 1% are multifamily (2+ units in structure), and 1% are mobile homes. Renters live in 89% of Weston's 38 multifamily homes, and owners occupy 96% of its 097 single-family homes.

### Units in Structure by Tenure: Weston



Source: 2009-13 American Community Survey

### Year Built

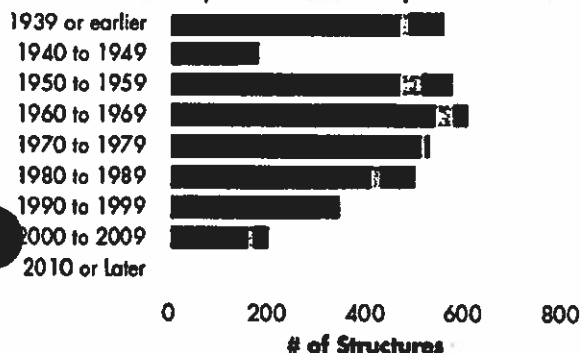
CT's housing stock varies in age, with 23% built before 1939, 36% built from 1940 to 1969 and 41% built from 1970 on.

In Weston, 16% of the housing stock was built prior to 1939, 39% was built between 1940 and 1969 and the remaining 45% was built after 1970. Shifting demographics indicate that housing built from 1970 on may not meet the needs of CT's current and future residents.

### Tenure by Year Structure Built: Weston

Source: 2009-2013 American Community Survey

■ Owner-Occupied ■ Renter-Occupied ■ Vacant



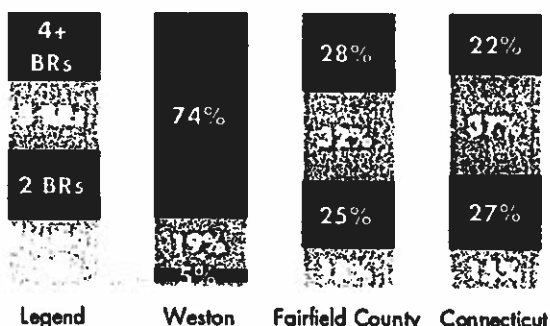
### Bedrooms

A majority of homes in CT have 3 or more bedrooms, with 37% having 3 bedrooms and 22% having 4 or more. 42% of the homes in the state have 2 or fewer bedrooms.

Over 93% of homes in Weston have 3 or more bedrooms, while 7% have 2 or fewer bedrooms. Towns and cities that have larger homes with more bedrooms offer fewer housing options for younger workers or downsizing Baby Boomers.

### Housing Units by Number of Bedrooms

Source: 2009-13 American Community Survey

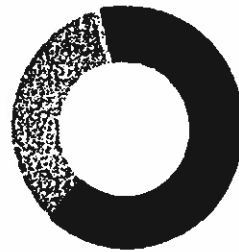




## Housing Costs for Owners and Renters

### Affordability

Across CT, 50% of renters and 35% of owners spend more than 30% of their income on housing. In Weston, 33% of renters spend more than 30% of their income on housing, while 35% of owners do the same. Households that spend more than 30% of their income on housing may have little left over for necessities such as transportation, food, health care, etc.



### Housing Costs as a % of Household Income: Weston

|                        | # Units | % Total |
|------------------------|---------|---------|
| <b>Owner-Occupied</b>  |         |         |
| Spending <30%          | 1,944   | 61%     |
| Spending >=30%         | 1,068   | 34%     |
| Not computed           | 6       | 0%      |
| <b>Renter Occupied</b> |         |         |
| Spending <30%          | 95      | 3%      |
| Spending >=30%         | 50      | 2%      |
| Not computed           | 7       | 0%      |

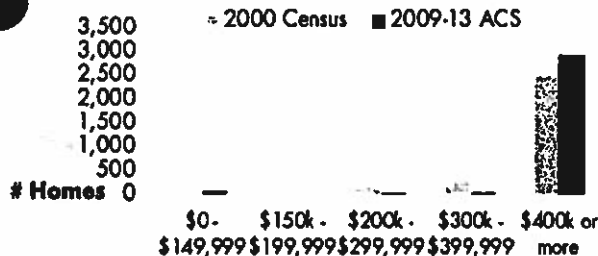
Source: 2009-13 American Community Survey

### Home Value

The value of homes in Connecticut has risen significantly over the last 15 years, putting home ownership out of reach for many middle-class households. In Weston, 1% of homes were valued under \$150,000 in 2000, compared to 2% now. The median home value in Weston is now \$880,800, an increase of 39% since 2000.

### Self-Reported Value of Owner-Occupied Homes: Weston

Source: Census 2000, 2009-2013 American Community Survey

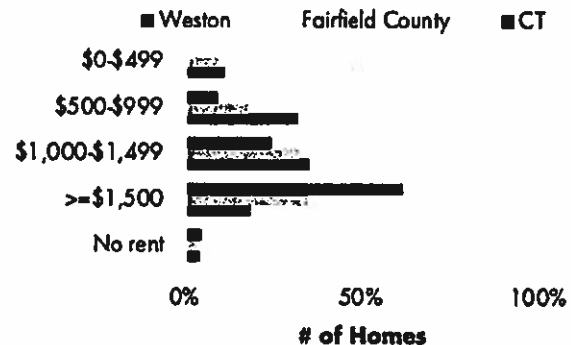


### Gross Rent

According to 2009-13 American Community Survey data, 86% of Weston's 152 rental units have a gross rent over \$1,000 per month and 0% have a gross rent under \$750 per month.

### Rental Units by Gross Rent: Weston

Source: 2009-2013 American Community Survey



### Housing Costs & Income

#### Owner Households: Weston

The average homeowner household in Weston has a median income of

**\$212,344**

#### Households with a Mortgage

Median Income:

**\$234,271**

Median Monthly Owner Costs:

**\$4,000+**

#### Households w/out a Mortgage

Median Income:

**\$101,563**

Median Monthly Owner Costs:

**\$1,000+**

In Connecticut, incomes among those who own their homes tend to be much higher than incomes for renter households. Incomes for owners who no longer pay a mortgage also tend to be lower than for those paying a mortgage, as those no longer paying a mortgage may be retired and living on fixed incomes.

Source: 2009-13 American Community Survey

#### Renter Households: Weston

Median Income Renter Households =

**\$92,500**

**55%**

less than the median income of all households.

Median Gross Rent =

**\$2,000+**

**26%**

of income spent on rent.

**74%**

of income for all other expenses.





## Housing Market General Information

### Housing Wage

#### 2015 Housing Wage: Weston

**\$37.37**

Weston is included in the Stamford-Norwalk Metro Area.

Each year, the National Low Income Housing Coalition calculates the "housing wage," the hourly wage needed for a household to afford a typical 2-bedroom apartment in metro areas throughout the United States.

Connecticut's housing costs are typically high, ranking #8 in 2015 with a housing wage of \$24.29.

### Grand List

#### Real Property Grand List Values, 2008-12: Weston

Total Real Property 2008 \$2,490,646,500

Total Real Property 2012 \$2,526,020,100

% Change, 2008-12 1%

Connecticut housing prices declined precipitously after the 2008 financial crisis and have not rebounded to pre-crisis levels, particularly in municipalities - 114 of 169 - where housing stock is dominated by single-family homes. Across the state, 135 municipalities have seen either no change in real property grand lists, or declines, forcing most to raise mil rates, reduce services, or both.

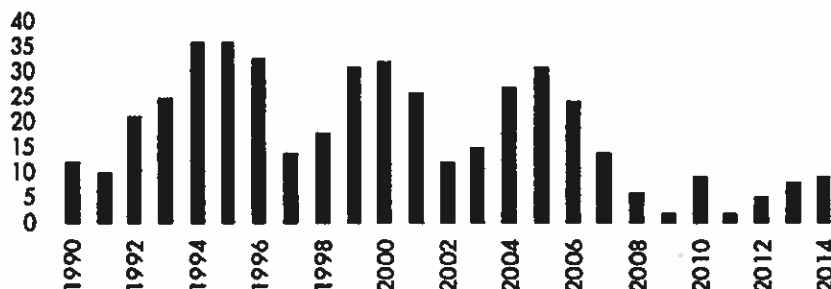
Source: CT Office of Policy and Management

### Building Permits

Connecticut saw a sharp decline in building permits following the crash of the housing market in the mid-2000s. As the housing market slowly recovers, statewide building permits have increased by small amounts since 2011, with permits for multifamily units at levels not seen for a decade. Building permits issued, however, remain well below the levels seen in the 1980s and 1990s.

#### Building Permits by Year, 1990-2014: Weston

Source: CT Department of Economic and Community Development



### Affordable Housing Appeals List

Each year the CT Department Of Housing surveys municipalities in the state to determine the number of affordable units each has. The data is compiled for the Affordable Housing Appeals List. The following housing units are counted as affordable in Weston in 2014:

#### Assisted Units Counted in 2014 Appeals List:

| Weston |                               |
|--------|-------------------------------|
| 0      | Governmentally Assisted Units |
| 1      | Tenant Rental Assistance      |
| 0      | CHFA/USDA Mortgages           |
| +      | 0 Deed Restricted Units       |
| <hr/>  |                               |
| 1      | Total Assisted Units          |

#### Calculation of % of Total Units Assisted:

| Weston               |   |                          |                |
|----------------------|---|--------------------------|----------------|
| 1                    | ÷ | 3,674                    | = 0.0%         |
| Total Assisted Units |   | Total Units, 2010 Census | Units Assisted |

Housing Data Profiles are produced by the Partnership for Strong Communities. Updated August 13, 2015.

For more information about the information presented or to use any of the graphics presented in the Housing Data Profiles, please contact: Christina Rubenstein, Deputy Policy Director, [christina@pschousing.org](mailto:christina@pschousing.org).



## Analysis of Housing Conditions

### Key Stats

#### Population

10,261

#### Households

3,154

#### Projected Change in Population from 2015-2025

5-19 Year Olds: -37%

65+ Year Old: 52%

#### Median Household Income

All Households: \$207,262

Owners: \$212,344

Renters: \$92,500

#### Housing Units

Total Units: 3,154

Owner-Occupied: 85%

Renter-Occupied: 4%

Vacant: 10%

#### Single-Family/Multifamily

Single Family: 98%

Multifamily: 1%

#### Median Home Value

\$880,800

#### Median Gross Rent

\$2,000 or more

#### Households Spending 30% or More on Housing

All Households: 35%

Owners: 35%

Renters: 33%

#### Housing Built 1970 or Later

45%

#### 2014 Affordable Housing Appeals List

Assisted Units: 0%

#### Change in Total Real Property, 2008-2012

1%

### Weston's Housing Data Profile: The Story Behind the Numbers

Weston, unlike most of Connecticut's municipalities, has a very high median household income, very high housing costs, few units for a variety of the municipality's workforce (such as, teachers, nurses, electricians, firefighters and town employees), and a narrow range of housing choices for Baby Boomers seeking to downsize and Millennials and young families seeking to move to town.

Housing remains expensive in Weston relative to the median household income. Statewide, 50% of renters and 35% of homeowners spend 30% or more of their household incomes on housing. In Weston, where the \$207,262 median household income is higher than the statewide median of \$69,461, 33% of renters and 35% of homeowners spend 30% or more of their income on housing.

Weston is one of the 153 Connecticut municipalities that could see a potentially significant decline in school enrollment through 2025 because of a projected decline in school-age (5-19) population of 37% from 2015 to 2025. At the same time, its population is getting older, with a projected increase of 52% in the 65+ population from 2015 to 2025, potentially leading to the need for smaller, denser, more affordable homes closer to the town center, services and, if possible, transit connections.

While the number of renting households in Connecticut has increased from 30% to 34% since 2007, many towns are ill-prepared to accommodate the needs of renters. Weston is one of 114 Connecticut municipalities with single-family homes dominating its housing stock (98%) and little modest or multifamily housing to offer (7% units are 0-2 bedrooms, compared to 42% statewide), mostly because many of those towns built the bulk of their homes after 1970 (45% in Weston) to accommodate the needs of new Baby Boomer families then in their 20s.

Now in their 60s, those families are seeking more modest homes. But their attempts to sell are being met by few offers because few young families can afford to move to those towns, flattening median sales prices and stunting the growth of Grand Lists – the towns' total value of real property – and thus property tax revenues needed to pay for increasingly expensive services. From 2008 through 2012 (latest OPM figures), 109 towns experienced negative growth in real property values, 10 had no growth and 29 had only slight growth of 2 percent or less. The total real property Grand List in Weston has grown by 1% from 2008 through 2012.

Across the state, 138 of the 169 municipalities have affordable homes totaling less than 10% of their housing stock. These are the kinds of homes increasingly sought by young professionals, families, town workers, downsizing Baby Boomers and others. In Weston, 0% of the homes are affordable, according to the state's 2014 Affordable Housing Appeals List.





## Data Sources & Notes

### Page 1

- ⇒ Populations, Households & Age
  - DP-1 - Profile of General Demographic Characteristics: 2000, Census 2000 Summary File 1 (SF 1) 100-Percent Data
  - DP02 - Selected Social Characteristics In The United States, 2009-2013 American Community Survey 5-Year Estimates
  - DP05 - ACS Demographic And Housing Estimates, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Age & Income
  - Median Household Income
    - B25119 - Median Household Income The Past 12 Months (In 2013 Inflation-Adjusted Dollars) By Tenure, Universe: Occupied Housing Units More Information, 2009-2013 American Community Survey 5-Year Estimates
  - Income by Age of Head of Householder
    - B19037 - Age Of Householder By Household Income In The Past 12 Months (In 2013 Inflation-Adjusted Dollars), Universe: Households, 2009-13 American Community Survey 5-Year Estimates
- ⇒ Aging of Population
  - P12 - Sex by Age, Universe: Total population, 2010 Census Summary File 1
  - 2015-2025 Population Projections for Connecticut, November 1, 2012 edition, CT State Data Center

### Page 2

- ⇒ Tenure, Units in Structure, Year Built, Bedrooms
  - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Tenure note: Universe is all housing units. Total housing stock includes vacant units.
- ⇒ Units in Structure notes: Multifamily includes all units with 2+ units in structure. Does not include boats, RVs, vans, etc. Universe is occupied housing units (does not include vacant units).

### Page 3

- ⇒ Affordability
  - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates, Note: Percent income spent on housing costs is not calculated for some households, noted in chart as "Not computed."
- ⇒ Home Value
  - B25075 - Value, Universe: Owner-occupied housing units, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Gross Rent
  - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates
- ⇒ Housing Costs & Income
  - Median Household Income by Tenure
    - B25119 Median Household Income The Past 12 Months (In 2013 Inflation-Adjusted Dollars) By Tenure, Universe: Occupied housing units, 2009-2013 American Community Survey 5-Year Estimates
  - Median Household Income for Owner-Occupied Households by Mortgage Status
    - B25099 - Mortgage Status By Median Household Income The Past 12 Months (In 2013 Inflation-Adjusted Dollars), Universe: Owner-occupied housing units, 2009-2013 American Community Survey 5-Year Estimates
  - Median Monthly Housing Costs by Mortgage Status, Median Gross Rent
    - DP04 - Selected Housing Characteristics, 2009-2013 American Community Survey 5-Year Estimates, Note: Median Gross Rent data suppressed for some geographies by Census Bureau, reasons for suppression may vary.

### Page 4

- ⇒ Housing Wage
  - Out of Reach 2015, 2-Bedroom Housing Wage, National Low Income Housing Coalition
- ⇒ Grand Lists
  - Total Grand Lists by Town, 2008 and 2012, CT Office of Policy and Management
- ⇒ Building Permits
  - Connecticut New Housing Authorizations in 2014, Construction Report: Housing Production & Permits, CT Dept. of Economic and Community Development
- ⇒ Affordable Housing Appeals List
  - 2014 Affordable Housing Appeals List, CT Dept. of Housing

Board of Selectmen's Meeting Minutes  
Thursday, September 3, 2015, 7:30pm  
Town Hall Meeting Room

**Minutes Approved: 10/1/15**

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Town Administrator Tom Landry, Planning & Zoning Vice-Chairman Jane Connelly, Animal Control Officer Mark Harper, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding accepting the resignation of Frederick Noyes from the Zoning Board of Appeals, effective October 1<sup>st</sup>, 2015. Mr. Muller moved to accept the resignation of Frederick Noyes from the Zoning Board of Appeals, effective October 1<sup>st</sup>, 2015.** Ms. Weinstein adds that he has been serving the town since the 1980's and she wants to thank him for his service. Ms. Weinstein seconded. Motion carried unanimously.

**Discussion/decision regarding accepting the resignation of Barbara Babcock as an Alternate on the Board of Assessment Appeals, effective August 25, 2015. Mr. Muller moved to accept the resignation of Barbara Babcock as an Alternate on the Board of Assessment Appeals, effective August 25, 2015. Ms. Weinstein seconded. Motion carried unanimously.**

**Interviews for the Strategic Planning Committee:** William McKinney, Michael Carter  
William McKinney: He has lived in Weston for 22 years. His son went through the school system. He would like to give back to the community. Mr. McKinney has a background in direct marketing. He is also involved with the Aspetuck Land Trust, and has assisted them with removing invasive plants. Mr. McKinney is also interested in the value that the land and open space brings us.  
Michael Carter: He has been in town for 30 years, and served on the Board of Finance for 10 years. He saw this issue arise about 3 years ago. He doesn't think there is one solution, probably many small ones. Ms. Weinstein stated that Mr. Carter's greatest strength is that he asks the tough questions. Mr. Carter questioned the time commitment. Ms. Weinstein estimated approximately 2 meetings a month.

Ms. Weinstein then clarifies the process. She suggested that all candidates are given a score, 10 being the highest, and then we can review and make sure it is all fairly balanced, with members representing each demographic. We will plan on discussing the results at the next Board of Selectmen meeting on September 16<sup>th</sup>. Ms. Jane Connelly just wants to make sure that we have members representing each category, such as media savvy, marketing backgrounds, millennials, empty nesters etc... Subcommittees will be formed as well to allow all of these candidates to be involved in some way.

Board of Selectmen's Meeting Minutes  
Thursday, September 3, 2015, 7:30pm  
Town Hall Meeting Room

**Discussion/decision regarding changes to State Deer Hunting regulations:** Mark Harper  
The state just passed a law that starting October 1<sup>st</sup>, hunting will be allowed on Sundays in certain districts, Weston included. Ms. Weinstein clarified that hunting would be allowed on Sundays on "private property". The question is "what is considered private property?" The Nature Conservancy? Mr. Harper felt that this is intrusive on our residents. Also he said it requires additional law enforcement and he would need to investigate additional hunting related complaints. Ms. Weinstein would like Mr. Harper to follow up with the Nature Conservancy and the Aspetuck Land Trust, and request that they do not allow Sunday hunting. She also asked Mr. Harper to keep track of illegal activity, so if she needs to make a case to the State there will be data collected.

**Request for Property Tax Refunds (see attached)** Mr. Muller moves to approve the property tax refunds as attached to the September 3, 2015 agenda in the amount \$5,807.99 . Ms. Weinstein seconded. Motion carried unanimously.

**Open Item: First Selectman's Update**

The completion of the Cobb's Mill Bridge will be delayed. Perhaps two to three weeks, but we don't have a clear answer. Ms. Weinstein spoke to the CT DOT to see if they can change the way they are doing the project in order to help with traffic flow. They will need to meet with the engineers to see if it is possible. Mr. Landry stated that the only complaint he has heard from the schools is regarding one bus route.

Ms. Weinstein announced that with the help of Randi Derene and Gai Bos, there is an update on our Town Website that lists all the community events, which are linked to the organization that is hosting the event. Ms. Margaret Wirtenberg asked for clarification of what would be allowed on this calendar. Ms. Weinstein responded it should be limited to community events and non-profits.

**Any other business to come properly before the meeting.** None

**Discussion/decision regarding approval of minutes from the August 20<sup>th</sup>, 2015 Board of Selectman's meeting.** Mr. Muller moved to approve the minutes from the August 20<sup>th</sup>, 2015 Board of Selectman's meeting. Ms. Weinstein seconded. Motion carried unanimously.

**Executive Session: Highway Union Contract** Mr. Muller made a motion to go into executive session to discuss the Highway Union Contract. Ms. Weinstein seconded. Motion carried unanimously.

**Public Session went into recess: 8:04pm**  
**Respectfully Submitted,**  
**Randi Derene, Administrative Assistant**

**Refund Log**

| Bill Number  | Name                     | Credit Amount | Submitted | Plate # |
|--------------|--------------------------|---------------|-----------|---------|
| 2013-3-52009 | Daniel and Caryn Edelman | 107.99        | 8/19/2015 | 511roz  |
| 2014-3-52352 | BMW Financial Service    | 154.88        | 8/19/2015 | 799zpm  |
| 2014-3-51445 | Daniel Crown             | 92.91         | 8/19/2015 | dec15   |
| 2014-3-51444 | Daniel Crown             | 83.54         | 8/19/2015 | dec12   |
| 2014-3-57642 | Toyota Lease Trust       | 84.81         | 8/19/2015 | 1abges  |
| 2014-3-57657 | Toyota Lease Trust       | 362.3         | 8/19/2015 | 178y2d  |
| 2014-3-54692 | David MacFarlane         | 27.24         | 8/19/2015 | 87865c  |
| 2014-3-57910 | USB Leasing LT           | 405.73        | 8/19/2015 | 122yzc  |
| 2014-3-57976 | USB Leasing LT           | 439.19        | 8/19/2015 | 930yuf  |
| 2013-3-57386 | Kassandra Strasmore      | 22.79         | 8/19/2015 | 306rvo  |
| 2014-3-57350 | Kassandra Strasmore      | 42.31         | 8/19/2015 | 953tjh  |
| 2014-3-51598 | Daimler Trust            | 203.96        | 8/19/2015 | 940xgs  |
| 2014-3-51599 | Daimler Trust            | 423.8         | 8/19/2015 | 948zpn  |
| 2014-3-51520 | Daimler Trust            | 66.45         | 8/19/2015 | 365yyj  |
| 2014-3-50356 | Abigail Bamman           | 69.81         | 8/19/2015 | 2230cr  |
| 2014-3-58688 | Robert Wolvek            | 154.99        | 8/25/2015 | 2712cv  |
| 2014-3-58691 | Robert Wolvek            | 84.58         | 8/25/2015 | 621wzo  |
| 2014-3-55388 | Girish Nadkarni          | 10.43         | 8/25/2015 | 155wao  |
| 2014-3-53448 | Honda Lease              | 77.41         | 8/25/2015 | 850xrp  |
| 2014-3-53415 | Honda Lease              | 270.56        | 8/25/2015 | 627zbc  |
| 2014-3-53430 | Honda Lease              | 175.38        | 8/25/2015 | 706xkh  |
| 2014-3-53477 | Honda Lease              | 282.68        | 8/25/2015 | 974zbu  |
| 2014-3-53466 | Honda Lease              | 138.05        | 8/25/2015 | 928yka  |
| 2014-3-53408 | Honda Lease              | 87.7          | 8/25/2015 | 6abwt6  |
| 2014-3-53421 | Honda Lease              | 138.33        | 8/25/2015 | 660zbc  |
| 2014-3-53471 | Honda Lease              | 88.79         | 8/25/2015 | 953zkg  |
| 2014-3-57928 | USB Leasing LT           | 509.79        | 8/31/2015 | 449YXT  |
| 2014-3-57985 | USB Leasing LT           | 306.34        | 8/31/2015 | 883ZBO  |
| 2014-3-57963 | USB Leasing LT           | 577.56        | 8/31/2015 | 850YVV  |
| 2014-3-53589 | Hyundai Lease Titling TR | 207.05        | 8/31/2015 | 277ZEG  |
| 2014-3-52438 | First Student Inc        | 110.64        | 8/31/2015 | 37A45   |
|              | Total                    | 5807.99       |           |         |

Board of Selectmen's Meeting Minutes  
Thursday, September 3, 2015, 7:30pm  
Town Hall Meeting Room

Board of Selectmen  
Minutes

Executive Session Meeting

September 3, 2015

**ATTENDANCE:** The meeting was convened at 8:06pm in the First Selectman's Office by Chairman Weinstein, with Selectman Muller present. Also attending was Town Administrator Landry.

**DISCUSSION:** The Board reviewed the Tentative Agreement for the collective bargaining agreement for the Highway unit.

**ADJOURN EXECUTIVE SESSION:** At 8:15 pm, a motion (DM, GW second) to adjourn executive session and resume in open session passed unanimously.

**OPEN SESSION:** At 8:17 pm, the Board convened in open session in the Town Hall Meeting Room to address agenda item 11 on the agenda. A motion (DM, GW second) to approve the tentative agreement as signed and negotiated by the parties negating teams on August 4 passed by unanimous vote. Chairman Weinstein then summarized the terms of the agreement (attached).

**ADJOURN:** A motion (DM, GW second) to adjourn the meeting passed unanimously at 8:20pm.

Executive Session Minutes submitted by Tom Landry, Town Administrator

Tentative Agreement  
Town of Weston  
Weston Highway Employees Local 1303-41, AFSCME Council 4.  
July 4, 2015

The parties agree that the existing contract will be amended as follows:

Article XVII DURATION – Changes shall be made to reflect the contract duration shall be July 1, 2013-  
June 30, 2016

Article VI, Wages and Benefits, Sections 6.0 and 6.1 – Language shall reflect fully retroactive salary  
increases in the following percentages, effective on the following dates:

2.25% July 7, 2013

2.25% July 6, 2014

2.40% July 5, 2015

Article XI Insurance and Pension, Section J Employee contribution rate. The new contribution rate shall  
be 17.50% effective September 13, 2015, which shall not be retroactively imposed.

Article XI, Section I- HSA Account. All paragraphs of this section shall be automatically removed from  
the contract at the conclusion of the contract (6/30/16). It will be replaced with language stating that  
the Town will provide an HRA benefit or other self insured mechanism for the full deductible amount of  
the Health Insurance ( currently \$2,500/\$5,000) as of 7/1/16. Further, language will specify that the  
Town is responsible to pay its contributory share of any account/maintenance expense coincident with  
the HRA account.

The parties agree that this statement constitutes the full scope of the agreement, and any other  
demands from the parties are mutually agreed to be withdrawn.

TOWN

AFSCME COUNCIL 4/ LOCAL 1303-41(DPW)

Greg W. [Signature], FIS  
8/4/15

Albert Blyzard 8/4/2015  
Joe [Signature] 8-4-2015  
Clark B. Port 8-4-2015  
Ken McIlwain 8/4/2015

**Board of Selectmen's Meeting (Special)**  
**Wednesday, September 16th, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Minutes Approved: 10/1/15**

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Planning & Zoning Vice-Chairman Jane Connelly, Animal Control Officer Mark Harper, Weston Residents

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding accepting the resignation of Jamie Kapel from the Lachat Town Farm Commission, effective September 16, 2015. Mr. Tracey moved to accept the resignation of Jamie Kapel from the Lachat Town Farm Commission, effective September 16, 2015. Mr. Muller seconded. Motion carried unanimously.**

**Discussion/decision regarding the appointment of Elizabeth Zeppernick to the Lachat Town Farm Commission for a term to end September 16, 2018. Ms. Zeppernick is a local business owner and works with special needs children. She first came across Lachat Farm when she signed her son up for a program. She took to it instantly as she grew up on a farm. Mr. Muller moved to appoint Elizabeth Zeppernick to the Lachat Town Farm Commission for a term to end September 16, 2018. Mr. Tracey seconded. Motion passed unanimously.**

**Discussion/decision regarding the appointment of Kat McConnaughey to the Lachat Town Farm Commission for a term to end September 16, 2018. Ms. McConnaughey calls herself a farm "groupy". She grew up in a rural environment and has history in farming. She would like to help the farm grow and bring some soul to our environment. Mr. Tracey moved to appoint Kat McConnaughey to the Lachat Town Farm Commission for a term to end September 16, 2018. Mr. Muller seconded. Motion carried unanimously.**

**Discussion/decision regarding permission to hunt deer on additional Town owned properties: Mark Harper** Mr. Harper would like permission to hunt at the Transfer station which continues to be a problem with poaching. He has 4 more deer to take from the Moore Property. He would also like to hunt at Lachat. Mr. Harper is trying to get a handle on what wildlife is living in that general vicinity. The goal from the state is to have 9 deer per square mile. Mr. Harper plans on asking some private property owners for permission do some hunting in those areas as well. Proper signage will get posted. Mr. Harper would like to allow 2 hunters at Lachat, 3 hunters at the Transfer station, and maximum of 2 hunters at Moore Property. **Mr. Muller moved that the Board approves the bow and arrow hunting on the following Town owned properties: the Moore Property on Davis Hill Road, the Transfer Station on Godfrey Road and the back field of the Lachat Property. No more than 2 hunters will be allowed at the Moore Property, 3 at the Transfer Station and no more than 2 at the Lachat property will be allowed at any one time. This hunt will be carefully administered by the Animal Control Officer. All permits will be signed by the First Selectman. Abutting property owners will be notified by mail at least 5 days prior**



Board of Selectmen's Meeting (Special)  
Wednesday, September 16th, 2015, 7:30pm  
Town Hall Meeting Room

to the controlled hunt. Appropriate signage will be posted at all properties. Ms. Ellen McCormick asked about the actual hunting dates. Mr. Harper replied the season started on September 15 and goes through January 31, 2016. He also confirmed he will not be Sunday hunting on any town property. Ms. Weinstein seconded. Motion carried unanimously.

**Discussion/decision regarding an update from the Lights Committee: David Muller**

To date, only one of the abutting neighbors has expressed interest in having screening installed on his property. Ms. Weinstein said she is meeting tomorrow with a landscaper to walk the property and get input and cost. She will report her findings back to the Lights Committee.

**Discussion/decision regarding selection of members for the Strategic Planning Committee.**

Planning and Zoning Vice-Chair Jane Connolly joined the Selectmen.

Ms. Weinstein explained that everyone received a rating from the 3 Selectman and Jane Connolly. There were 17 people that received a score of 37 or better. Ms. Weinstein made it very clear that she would like everyone who applied to play a role on this committee. The plan is to form sub committees. It was a difficult decision/process to make sure this committee is demographically and politically balanced. Ms. Connolly added that it was a very non-partisan decision. She was looking for a broad group that could work together. Mr. Tracey agreed it was a difficult process as he would have liked everyone on the list to be part of the [formal] committee. This committee has brought to Town Hall a number of people who haven't participated before in town committees, so he wants to thank everyone who applied. Ms. Weinstein asked if there is anyone who received a lower score that should be considered for any reason. No additions were requested. Ms. Weinstein stated that out of the 17 candidates there are 6 Republican Candidates, 8 Democratic Candidates, and 3 Unaffiliated. According to the Mission Statement, the committee shall have 15 members, so we need to eliminate 2 candidates. Mr. Muller said he would be very comfortable with a committee of 17 members rather than removing two names. Mr. Tracey agreed, especially since they plan on breaking the group into sub- committees. Ms. Weinstein announced the committee members:

Lucy Bowden  
Kerry Brock  
Michael Carter  
Anita Dinwoodie  
Bill Douglass  
Keisha Biggs Fink  
Richard Frisch  
Thomas Glass  
Michael Imber  
Marc Karasu  
David Levy  
Glenn Major  
Jonathan Moffly  
Barbara Reynolds  
Larry Roberts  
Charlie Shipman  
Christopher Spaulding

Board of Selectmen's Meeting (Special)  
Wednesday, September 16th, 2015, 7:30pm  
Town Hall Meeting Room

Mr. Muller moved to amend the mission statement for the Town of Weston Strategic Planning Committee to alter the number from 15 to 17 for the maximum number of members. Mr. Tracey seconded. Motion carried unanimously.

Mr. Muller asked if we have confirmation that all of these people are still interested in joining the committee. Ms. Weinstein said she did not reach out, but hasn't heard otherwise. Mr. Muller then asked if someone drops out, would we ask the next person on the list if they want to join? Ms. Weinstein said we could have that discussion if they get to that point.

Mr. Tracey moved to appoint the following people to the Strategic Planning Committee for a term to end September 16, 2018: Lucy Bowden, Kerry Brock, Michael Carter, Anita Dinwoodie, Bill Douglass, Keisha Biggs Fink, Richard Frisch, Thomas Glass, Michael Imber, Marc Karasu, David Levy, Glenn Major, Jonathan Moffly, Barbara Reynolds, Larry Roberts, Charlie Shipman, Christopher Spaulding  
Mr. Muller seconded. Motion carried unanimously.

**Open Item: First Selectman's Update** Ms. Weinstein says she has been working on putting together a facilities reports and collecting documents. She is hoping to have it ready by late next week. Once reviewed there will be a discussion with the architect with additional questions. She has also made more recommendations on how to cut square footage, so she is waiting to hear back from Chief Troxell if those ideas are acceptable. Also, the BOE came before the BOF to ask for funding to do a study on a wing of the middle school. They indicated that they would not approve a plan that involves relocation of space on school property until that study is complete.

**Update regarding the Cobb's Mill Bridge-** Ms. Weinstein stated that she is trying to push the State and contractors to get the bridge open sooner rather than later. She is working to at least get two way traffic flowing from Old Mill Rd. to Georgetown Rd..

Mr. Landry announced that due to the hard work of Harvey Bellin and Don Saltzman, the Town has received a grant from Cable Council 9 for Cable TV.

**Executive Session: Potential Land Acquisition**

Mr. Muller made a motion to go into Executive Session. Mr. Tracey seconded. Motion carried unanimously.

**Public Session adjourned: 8:07pm**

Respectfully Submitted,  
Randi Derene, Administrative Assistant

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**Board of Selectmen's Meeting (Special)**  
**Wednesday, September 16th, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Board of Selectmen**  
**Executive Session Meeting Minutes**  
**September 16, 2015**

**ATTENDANCE:** The meeting was convened at 8:09 pm in the First Selectman's Office by Chairman Weinstein, with Selectmen Tracey and Muller present. Also attending was Town Administrator Landry, Carolyn Mulcahey, and Emerson and Connie Phillips..

**DISCUSSION:** The Board discussed any potential interest the Town might have in purchasing a piece of real property. Ms. Mulcahey and the Phillips' left the meeting at 8:30 pm.

**ADJOURN EXECUTIVE SESSION:** At 8:34 pm, a motion (DM, DT second) to adjourn executive session and resume in open session passed unanimously.

**ADJOURN:** A motion (DM, DT second) to adjourn the meeting passed unanimously at 8:35pm.

## TOWN OF WESTON STRATEGIC PLANNING COMMITTEE

This committee is intended to be Phase II of "Crafting a Strategic Plan for Weston's Future." The committee shall consist of up to ~~15~~ members, with a term to expire in 2 years, unless the committee is terminated earlier by the Board of Selectmen. Said committee can be renewed for additional one year periods as deemed necessary or appropriate by the Board of Selectmen. A Selectman and a representative of the Planning and Zoning Commission shall act as co-Chairs. The committee shall report on its progress to the Board of Selectmen and to the Planning and Zoning Commission quarterly. The mission of the committee is to:

1. Assess the views of residents, prospective residents and stakeholders with regard to future planning for the Town of Weston, including any changes in to Weston's Planning and Zoning Regulations, so as to achieve its long term goal to be an attractive, affordable and sustainable community; and
2. Working collaboratively with the Planning and Zoning Commission and other pertinent town boards, commissions and committees, make recommendations to the Board of Selectmen and to the Planning and Zoning Commission with regard to a strategic plan, including a marketing plan, to achieve the Town's goals.

This committee should consider:

1. Conducting public meetings to discuss the Report, dated May 7, 2015, entitled "Crafting a Strategic Plan for Weston's Future", to gain feedback and modify/fine-tune next steps towards achieving Weston's long term goals;
2. Conducting discussions to gauge the desirability of available options and to collect data. Key initial groups will be:
  - i. Representative town residents
  - ii. Individuals who have recently moved into town
  - iii. Real estate professionals who work in area
  - iv. Parents of High-School seniors and parents of recent High-School graduates
  - v. Leaders of comparable towns and other knowledgeable individuals from outside of Weston.
3. Conduct survey market research to better understand (among other topics):
  - i. Why people may be moving to Weston?
  - ii. Why people chose to leave or stay in Weston?
  - iii. What amenities are missing and desired in Weston?
  - iv. Desirability of commercial expansion around town center.
  - v. Opinions /concerns around senior/cluster/alternative housing

## **TOWN OF WESTON STRATEGIC PLANNING COMMITTEE**

This committee is intended to be Phase II of "Crafting a Strategic Plan for Weston's Future." The committee shall consist of up to 17 members, with a term to expire in 2 years, unless the committee is terminated earlier by the Board of Selectmen. Said committee can be renewed for additional one year periods as deemed necessary or appropriate by the Board of Selectmen. A Selectman and a representative of the Planning and Zoning Commission shall act as co-Chairs. The committee shall report on its progress to the Board of Selectmen and to the Planning and Zoning Commission quarterly. The mission of the committee is to:

1. Assess the views of residents, prospective residents and stakeholders with regard to future planning for the Town of Weston, including any changes in to Weston's Planning and Zoning Regulations, so as to achieve its long term goal to be an attractive, affordable and sustainable community; and
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  - i. Representative town residents
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  - iv. Parents of High-School seniors and parents of recent High-School graduates
  - v. Leaders of comparable towns and other knowledgeable individuals from outside of Weston.
3. Conduct survey market research to better understand (among other topics):
  - i. Why people may be moving to Weston?
  - ii. Why people chose to leave or stay in Weston?
  - iii. What amenities are missing and desired in Weston?
  - iv. Desirability of commercial expansion around town center.
  - v. Opinions/concerns around senior/cluster/alternative housing

Board of Selectmen's Meeting  
Thursday, October 1<sup>st</sup>, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance.

**Discussion/decision regarding the Weston High School Turf Field contribution by the Boosters Club – Carla Welsh**

Ms. Weinstein said she was approached by the Boosters Club about a year ago regarding a change to their contribution schedule for the Turf Field Replacement Fund. Ms. Clevenger had a conversation with BOE and agreed to raise the student athlete's fee by \$25, where \$10 of this increase will go towards the Turf Replacement Fund. It is projected that they can raise approximately \$7800.00. Mr. Muller moved that the Board of Selectmen reduce the contribution by the Booster Club to the Turf Replacement Fund by an amount equivalent to what we receive from the Board of Education for that purpose, beginning FY 2015/16. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/Decision regarding the submission of a CGS Section 8-24 referral to the Planning & Zoning Commission, and, if necessary, the submission of a wetlands application to the Conservation Commission, regarding the construction of a greenhouse at the Lachat Farm at the Juliana Lachat Preserve – Ellen McCormick.**

Ms. McCormick presented drawings and estimates for a greenhouse at Lachat Farm. The cost of the greenhouse will be mostly covered by the grant. It will be placed in the location of the Hoop House. Because this is a building that requires a foundation, P & Z referral is needed. Conservation is not needed. Mr. Tracey moved to approve the submission of a CGS Section 8-24 referral to the Planning & Zoning Commission regarding the construction of a greenhouse at the Lachat Farm at the Juliana Lachat Preserve. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding a survey of the Registrar's salaries – Theresa Brasco, Registrar.**

Ms. Brasco read a statement regarding her resignation. (see attached).

Ms. Weinstein responded to Ms. Brasco's concerns. She felt that she did fairly respond to Ms. Brasco's requests. Ms. Weinstein had a salary and compensation survey done to see if the Registrar's salary is in line with other town Registrars. The Town Consultant, Randi Frank, completed the survey. Ms. Weinstein and Mr. Landry had Ms. Frank double check her data as well. Ms. Brasco didn't feel the data was accurate and questioned the process. Ms. Brasco collected data from other registrars and that data didn't match what Ms. Frank collected. (See comparison chart from Ms. Frank). Hourly Pay/Stipends/Health Insurance data was inconsistent.

Mr. Tracey suggested that Ms. Brasco write down all of the things that she feels are inconsistent and provide it to the consultant. She said that she spoke to Ms. Frank and went over these items. Mr. Tracey still wanted Ms. Brasco to write it all down and submit.

Mr. Mark Harper asked if Ms. Brasco gets her annual reviews and income increases in steps like other positions. Mr. Landry replied that her position doesn't fall in that category. Mr. Harper also asked if all

Board of Selectmen's Meeting  
Thursday, October 1<sup>st</sup>, 2015, 7:30pm  
Town Hall Meeting Room

Registrars have to live in the town since it is an elected position. Mr. Landry said yes, they are required to live in town. Ms. Weinstein clarified that you can live temporarily out of town. Ms. Margaret Wirtenberg made a statement complementing Ms. Brasco's work and wanted to thank her.

Ms. Britta Lerner added that registrars have consistently worked in a bi-partisan manner and it is not clear why things have changed and become more personal. Ms. Weinstein agreed and she felt that Ms. Brasco's comments were very personal.

Ms. Nina Daniel reminded all that Ms. Brasco is not a candidate, she is a loyal employee. And this issue should not be political.

Ms. Donna Anastasia stated that there isn't another registrar like Ms. Brasco in the state. She is a serious worker and has turned the whole department around. She stated it would be a huge loss to our town. Ms. Anastasia also asked why the original agenda for this meeting didn't have the Registrar's item listed and questioned the revised agenda postings by Ms. Derene. Ms. Derene stated that the original agenda was posted prematurely without Ms. Weinstein adding all items. Then when she went to post the revised agenda, but she mistakenly posted the wrong one, caught the mistake, and then posted the correct one.

Discussion/decision of the Registrar's Salary will be deferred to the next meeting.

**Discussion/decision regarding the Global Facilities Report**

Ms. Weinstein stated that she put together a facilities report in response to Mr. Tracey's request at the May 7<sup>th</sup> meeting. She stated she would make sure that Ms. Derene posts this report on line. Ms. Uzenoff stated that she feels the committee should review the report before it gets posted. Ms. Weinstein clarified this is a report solely created by the First Selectman, not the committee. There are copies of back-up documentation available for review. These binders contain: Board of Selectmen Minutes, (Ms. Daniel asked if the minutes were approved and if not they say draft). Board of Education Minutes, Global Facilities Minutes, Correspondence, Hurlbutt Deed, Reports from 3 different architects (Silver – Petrucelli, Jacunski Humes and KG&D), as well as Facility Options and Financing. Ms. Weinstein presented her executive summary (see attached). Regarding financing, she tried to be as conservative as possible. She would rather the numbers be high than be too low. Regarding operational costs, she thanked Mr. Landry and Dr. Palmer for providing all estimates. Mr. Tracey responded that he is not yet convinced that we should build a new building. He is concerned about our debt levels. He would like a comparison that shows the costs for renovating the police department without expanding. Ms. Weinstein stated that the reason we started researching this project is that the current space is inadequate... and just renovating the space wouldn't solve our problems. There will be a conference call set with Brian Humes to discuss what it would cost to just renovate the current space. Ms. Weinstein said that she wants to make sure she has the support of the whole board and wouldn't move ahead without that. She also stated that she feels it is up to the public to determine whether we can afford it or not. We have a high reserve fund of 16.4% for projects like this one. Mr. Muller felt this was a very good overview. He stated the answer is somewhere between the maximum and the minimum... and keeping in mind the cost and the long term benefit to the town. Ms. Weinstein also suggested the board goes on a field trip to go visit other police stations to compare facilities and efficiency of operations. Ms. Nina Daniel asked to clarify the process of how this report was created, thinking it was coming from one person. Ms. Weinstein clarified that the purpose of the report is to explain how we got from here to there and all the information was based on summarizing all the work that has been done by the BOS, BOF and GFC. And it is a report created in response to Mr. Tracey's request.



Board of Selectmen's Meeting  
Thursday, October 1<sup>st</sup>, 2015, 7:30pm  
Town Hall Meeting Room

Ms. Wirtenberg spoke and stated that the GFC meetings were informal, and there wasn't a set group of people that attended each meeting. She also thanked Ms. Weinstein for putting this whole report together.

Mr. Tracey stated that he felt this report is exactly what we needed. He feels that it is important that the entire town can see what is being proposed.

**Discussion/decision regarding Property Tax Refunds as per list attached for a total of \$2998.45.**  
Mr. Muller moved to approve the property tax refunds as per list attached for the total of \$2998.45. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the approval of BOS minutes from 9/3 and 9/16**  
Mr. Muller moved to approve the Board of Selectmen minutes from 9/3/15. Ms. Weinstein seconded. Mr. Tracey abstained. Motion carried.  
Mr. Tracey moved to approve the Board of Selectmen minutes from 9/16/15. Mr. Muller seconded. Motion carried unanimously.

Open Item: First Selectman's Update:

-Senior Activities Center Update: Ms. Helen DeKeijzer is proposing a new logo and signage for The Weston Senior Center. They are looking to call it "The Hub" and make it more welcoming and attract some of the younger seniors in town. New logo attached. They would like to use on their monthly newsletters and above their doors (which would need to be approved by the BOE).

-Bridge Update: Two lanes on Old Mill and Georgetown road are now open. There are delays and will not make their deadline. Heavy rains held up the paving. Ms. Weinstein will have conversation with the state contractor tomorrow.

-Ms. Weinstein says that Mr. Landry has been trying to contact the Ct DOT to find out what the project is. It is culvert replacement work that will take approximately three years. The work will not be going on for three years, but we need to find out exactly when the work will be done in our town.

-The state is having some budget rescissions. Our pilot grant is being reduced by \$6400 and we will be losing 5% of our Youth Service Bureau money. MORE Commission had to take away some funds from municipalities to make up for the state wide deficit in the budget, mid-cycle. We haven't been hit as hard as other towns like Westport and Wilton.

Any other business to come properly before this meeting: None

**Meeting Adjourned: 9:16pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Approved: 10/29/15

Board of Selectmen  
Special Meeting  
Friday, October 9<sup>th</sup> at 11:30am  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Bob Ferguson – Board of Finance, Weston Residents

Selectman David Muller, Selectman Dennis Tracey and Brian Humes of Jacunski Humes Architects joined the meeting via conference call.

**This meeting was recorded.**

**Ms. Weinstein called the meeting to order at: 11:30am**

**Conference Call with Brian Humes of Jacunski Humes Architects –** Mr. Tracey wanted to have a discussion about alternatives to the revised public safety plan. He felt it is important to have alternatives/options and associated costs to present to the public. Mr. Muller stated that he would like to see an assessment that would carry us for many years to come, not just a band aid. Ms. Weinstein stated that she and Mr. Humes have not spoken about this before today's conference call.

Mr. Humes responded: He stated that the project started with the space needs assessment which is his guiding document. He has been trying to squeeze out square footage (mostly from storage and bathroom spaces). The need he is addressing is their needs for today and for tomorrow, they did not just plan the space for future growth. Mr. Humes stated that currently some functions are off-site. Alternatives would be to maintain the department with off-site departments, such as the crime lab.

Mr. Humes stated that the alternative of additions and renovating current space, the cost would be higher. If requested, he can develop this plan and present it in order to prove his statement. The construction time would be longer.

Another alternative would be to build new someplace else. There might be comparable construction costs but lower site development costs. Building on this current site is expensive because of the underground costs (storm water and sanitary systems). Ms. Weinstein said she is meeting with the DEEP on the 27<sup>th</sup> to see if they can hook up to the elementary school which would save close to \$500,000.

Mr. Tracey asked Mr. Humes that if we just can't afford the expansion of square footage, and we have to make do with what we have, but upgrade what is necessary, how would he advise us?

Mr. Humes replied that he would need to consider what could get done in phases and find alternatives (can't shut down the communications center while renovating it) so they would need to move them temporarily for an example to a trailer. Vacate, shift, re-occupy... cost of trailers and added construction time... this would all add to the cost of the project.

Board of Selectmen  
Special Meeting  
Friday, October 9<sup>th</sup> at 11:30am  
Town Hall Meeting Room

Mr. Tracey still wants to hear what the alternatives are, even if they don't satisfy all of our goals. Ms. Weinstein reminded us that the PD just doesn't have enough room to do their job. Even the evidence is stored off site in a storage pod. Also, if renovations begin, we need to get up to code as well to not violate state requirements.

Mr. Muller stated we need to look at all the options, even if we know they won't work.

Mr. Landry said when looking at other options we will find alternatives that we won't want to pursue, but if you want to go through this exercise we can. Options are 1) we build it, 2) move operations off-site to get more space, 3) give the PD more space by taking over some of the town hall space, moving those employees elsewhere.

Ms. Weinstein is still having conversations with Fairfield County Bank about the property next door (law offices). And we can't forget about what we are doing with the employees at the Annex.

Ms. Weinstein asked Mr. Tracey if he would like the Board to ask Mr. Humes to come up with an estimate of what he could do working within the current PD boundaries.

It was suggested Mr. Humes would need to be told (by Chief Troxell) what would need to stay and go if he were to give a new estimate using current space. Mr. Humes commented that he already has a good understanding of these priorities.

Mr. Humes has agreed to submit an estimate for renovating existing PD Space only in time for the next BOS meeting on October 15<sup>th</sup>.

Mr. Bob Ferguson asked Mr. Humes if there could be an option of building the PD addition at a different location, keeping staff in the old location until the new addition is completed, then creating access to the new addition. Mr. Humes stated there would still need to be renovations to original space; all functions could not be moved into the new addition. Mr. Humes still felt this would bring a higher cost.

Mr. Brian Humes left the conference call.

**Discussion/decision regarding a supplemental appropriation for additional cost estimates regarding the Police Department renovations and/or additions.**

Ms. Weinstein asked Mr. Tracey if he would still like Mr. Humes to draw up a new plan for an addition/renovation of the space for \$12,000. Mr. Tracey stated that he didn't think it was necessary, especially if the cost would be higher.

Ms. Weinstein stated that if we just fixed up the existing PD Space, we still would need to come up with a solution for the town employees in the Annex. This should still be part of the discussion. We need to discuss cost options related to the Annex, such as the cost of renting new trailers for those employees.

Board of Selectmen  
Special Meeting  
Friday, October 9<sup>th</sup> at 11:30am  
Town Hall Meeting Room

Ms. Weinstein reminded everyone how important it is to have all Town Offices in one location. It is very frustrating for our residents to come into Town Hall and first learn they are in the wrong building, or that they can't get all their answers in one place.

Social Services should also not be isolated over in the Annex. The Town Administrator should have them closer for some oversight. Or perhaps they should be closer to the Senior Center since that is the population they mostly work with.

To sum up, Ms. Weinstein will get an estimate from Mr. Humes. Mr. Landry will get estimates for a temporary building/trailer on the Town campus. Ms. Weinstein will talk with Fairfield County Bank to see if anything has changed with the law office on the corner, and she will also follow up with the Superintendent to see if they have completed their space needs assessment.

**Meeting Adjourned: 12:20pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Approved: 10/29/15

Board of Selectmen's Meeting  
Thursday, October 15<sup>th</sup>, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Registrar of Voters Laura Smits, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance

**Discussion/decision regarding Registrars' salaries and benefits; Laura Smits**

Mr. Tom Landry presented the Town's response to Ms. Brasco's letter. (see Mr. Landry's memo and comparison chart attached) Getting a comparative hourly rate with other towns is difficult so Mr. Landry came up with a different metric as shown in his memo.

Ms. Weinstein clarified that the salary increase was originally planned for 2 phases, with the increase in the hourly rate now the and increase based on the hours they are actually working at budget time. Up in the air right now is increasing the stipend amount for working on Election Day. We can survey other towns but that will be done during the budget process.

The Deputy Registrar hours were also tracked. One deputy has worked 31 ¼ hours and the other no hours. Ms. Smits confirmed that she doesn't currently have a Deputy. Ms. Lisa Flannigan has been doing work for both Registrars.

Ms. Weinstein stated that Ms. Brasco submitted another letter suggesting we don't make a decision now since it will need to be addressed again in the next budget cycle. Mr. Tracey feels they have enough information now to make a decision. All agreed that this can always be re-evaluated again.

Mr. Tracey asks Ms. Smits why other deputy registrars are budgeted at 50% less than other towns. Ms. Smits said other towns have a lot more staff. Because our town is so small, the Registrars do most of the work compared to larger towns where the deputies do a large amount of the work. Mr. Muller asks about the new additional requirement mandated by the state. Are other towns making adjustments to compensations? Ms. Smits says many are. The state is requiring the Registrars and deputies to take 8 modules over 2 years. Registrars and Deputies should be paid for this training time. This should be a discussion during the budget process. Mr. Tracey asked if we are budgeting enough hours for our deputies. Ms. Smits said they are. Ms. Weinstein asked if it would be possible to just increase the hours for registrars and eliminate the deputy position. Do they need that support? Ms. Smits said they need a deputy's support (and they might even be required to have Deputies as well).

Mr. Muller moved that the Board of Selectmen approve an increase of the Registrars' salary to an amount of \$13,200 retroactive to July 1, 2015 and the Board of Selectmen approve an increase of the Deputy Registrars' salary to a rate of \$19.80/hr retroactive to July 1, 2015. Mr. Tracey seconded. Motion carried unanimously.

Board of Selectmen's Meeting  
Thursday, October 15<sup>th</sup>, 2015, 7:30pm  
Town Hall Meeting Room

**Discussion/decision regarding additional cost estimates regarding the Police Department renovations and/or additions.**

Ms. Weinstein stated that there was a conference call last week with Brian Humes to discuss options of the new Public Safety Complex and they asked him to provide a cost estimate to renovate the lower level as well as what facilities would not be included if they only renovated the existing space.

Mr. Tracey explained the reason they looked into this is to present options to our residents, including alternatives for upgrades. The approach of just renovating existing space has downsides to it, such as having to do the project in phases as you can't shut down the department all at once. The price for Brian Humes to provide schematics and a price estimate is \$7000.

Ms. Weinstein wanted to make it clear that this proposal, working only within the current square footage, would have a lot left out. The forensic lab, the gym, the increased evidence space would need to be left out, the communication center as envisioned wouldn't be able to be built. Mr. Tracey feels that we need to offer other options to the community that would be less expensive. Ms. Weinstein said we also need to consider the need to build additional vault space for the Town Clerks somewhere in this building.

Mr. Muller stated that have been chipping away from the original plan to only keep what his needed, reducing space where we can. But also need to remember what we need going forward.

Ms. Weinstein stated that the price for this project before we had Brian Humes make reductions in space was \$10.2 million. Mr. Tracey added we are now taking \$500,000 out of it, but that does not include the Town Hall renovations which are not part of that original number. Those renovations would cost \$1.8 million. Bonding would be \$7 million. This would be a \$12 - \$13 million project over a period of 8 years.

Ms. Weinstein also wanted to make it clear that even if we go ahead with this study, we are still not solving the problem of school and town staff that are in a building that we will have to deal with.

Mr. Tracey agreed with Mr. Muller that we need to present options to the town.

Mr. Tracey moved that the Board of Selectmen approve a supplemental appropriation of \$7,000 for Jucunski Humes Architects to create a schematic design of renovations within the footprint of the existing Police Department. Mr. Muller seconded.

Ms. Nina Daniel asked why we are only working with the existing footprint. She asks if there is a possibility taking the existing police department and expanding enough to include some of the needs of the department. Mr. Muller said that was discussed on the call the other day with Mr. Brian Humes. He stated they were told it would be at least more expensive if not more than the other projects. Mr. Tracey added that if they were going to expand the footprint of the police department, it would not be cost effective to do that in the existing space. New building would be preferable.

Mr. Bob Ferguson also added that a partial expansion of the existing facility would be more expensive, but pointed out that Mr. Humes is not the architect for Town Hall renovation. He could only provide his opinion about the renovation of the police department. Ms. Weinstein reminded us that this project is not only about fixing the police department, but trying to find a global solution to our facility needs. It is also about addressing the annex, which is a temporary building. Again, we don't know the final cost for this project until this goes out for bidding.

Mr. Ferguson stated he is in support of spending \$7,000 to look into another option.

Motion carried unanimously.

**Board of Selectmen's Meeting**  
**Thursday, October 15<sup>th</sup>, 2015, 7:30pm**  
**Town Hall Meeting Room**

**Open Item: First Selectman's Update**

Ms. Weinstein stated that she is glad to report that the Cobb's Mill Bridge is now open. She appreciated the flexibility the state showed by working with us to get the bridge open sooner.

Our municipality is participating in a state wide emergency exercise on October 21<sup>st</sup>. It will be a weather related even and the focus will be on school security.

**Any other business to come properly before this meeting: None**

**Adjourn: 8:29pm**

Respectfully submitted,  
Randi Derene  
Administrative Assistant

Approved 11-19-15



# TOWN of WESTON, CONNECTICUT



Incorporated 1787

## Office of Town Administrator

TO: Board of Selectmen  
FROM: Tom Landry  
SUBJECT: Registrar Stipend Amount  
DATE: October 14, 2015

The Town contracted with Randi Frank to conduct a comparable market survey to determine compensation rates for the positions of Registrar and Deputy Registrar. Although Ms. Frank has successfully completed numerous similar surveys for the Town, this study proved surprisingly difficult. The reason for this is that the Towns do not compensate Registrars based upon an hourly pay rate. The survey results reveal that Registrars are generally paid a stipend amount, which does not vary with the number of hours worked. Since this obviates the need to track actual hours worked, there is no credible basis to calculate an inferred hourly pay rate. As hourly pay rates are generally the preferred metric for comparing compensation among employees, the situation poses a bit of a dilemma.

Since Registrar position duties are statutorily derived and therefore quite similar in all communities, one might think that simply comparing the stipend amounts themselves would be a suitable basis of comparison. However, comparing stipend rates does not recognize that the amount of work required of the Registrars to complete their tasks varies greatly from community to community. Clearly, it takes many fewer hours to register voters and update the list in Easton (population 7,603) than it does in Westport (population 27,068). Such an obvious difference in workload justifies a different compensation amount. Still, one must somehow quantify the difference in workload.

I spoke to Ms. Frank about how we might resolve this issue. Ultimately, we decided to use community population as a measure of expected work load. It might be slightly more on point to use the number of registered voters rather than total population, but those numbers were not readily available to me.

The Registrar stipend amounts for the three survey communities smaller in population than Weston (Easton, Redding, Woodbridge) divided by their total population, indicates a per capita cost of \$1.08 for that group. Weston's stipend equates to \$1.14 per resident. The stipend/population cost for the five larger communities (Westport, Wilton, New Canaan, Ridgefield, Darien) is \$1.39 per resident. The midpoint between these two groups is \$1.24. If the communities were treated as a single group, without consideration of size, the per capita cost of Registrars would be \$1.31.

For study purposes, population numbers were taken as reported in the Ct State Register and Manual for 2014. That report lists Weston's population at 10,350. Presented below are what the Weston stipend amount would be if calculated at the per capita amount listed. The current Registrar stipend in Weston is \$11,779.

Town of Weston Survey for Registrar's office

| <u>Elected Registrar</u>     | <u>Salary/Person<br/>Stipend</u> | <u>Estimated<br/>Hours/yr</u>                        | <u>Hourly<br/>Rate</u> | <u>Notes</u>  |
|------------------------------|----------------------------------|--|------------------------|---|
| <u>POB</u> <u>\$ PER CAP</u> |                                  |  |                        |   |
| Weston 10,350 1.14           | \$ 11,779.00                     | 487.5  | \$ 24.16               | one each party, hours are estimate not confirmed, stipend is set  |
| Darien 21,114 1.10           | \$ 23,178.00                     | 910  | \$ 25.47               | one each party, hours are estimate/approximate  |
| Easton 7,603 1.58            | \$ 12,000.00                     |  |                        | one each party - set stipend hours not known  |
| New Canaan 20,110 .92        | \$ 18,500.00                     |  |                        | one each party - set stipend hours not known  |
| Orange -                     |                                  |  |                        |   |
| Redding 9,299 .79            | \$ 7,300.80                      | 312  | \$ 23.40               | one from each party, hours budgeted at 6 hours/week, and hourly salary set  |
| Ridgefield 25,045 1.33       | \$ 33,433.00                     | 1092   | \$ 30.61               | One each party, 21 hours/week estimate per employee plus extra for Referendums & Elections  |
| Woodbridge 9,201 .96         | \$ 8,787.60                      | 360  | \$ 24.41               | one each party, hours are budgeted at 360/yr, hourly salary set also  |
|                              |                                  | Hours unknown no records kept each week is different |                        |   |
| Westport 27,068 1.55         | \$ 42,060.00                     |  |                        | one from each party, each Registra works 17- 35/hr week, and hourly salary set  |
| Wilton 18,617 3.05           | \$ 38,099.00                     | 1300   | \$ 29.31               | One for each party, hours are estimated, paid on a salary basis and entitled to usual employee benefits - FY 15 rates, FY 16 rates not determined |
| Mean                         | \$ 21,681.93                     | 743.58   | \$ 26.23               |   |
| Median                       | \$ 18,500.00                     | 698.75   | \$ 24.94               |   |
| 148,407 1.31                 | \$ 195,137                       |  |                        |   |

Town of Weston Survey for Registrar's office

| <u>Deputy Registrar</u> | <u>Salary/Person<br/>Stipend</u> | <u>Estimated<br/>Hours/yr</u> | <u>Hourly<br/>Rate</u> | <u>Notes</u>  |
|-------------------------|----------------------------------|-------------------------------|------------------------|---|
| Weston                  | \$2,625.00                       | 156                           | \$16.82                | one each party, paid for actual hours worked, budgeted for 3 hour per week  |
| Darien                  |                                  |                               | \$18.95                | One called Deputy Registrar one call Asst Registrar, hours part-time unknown, one paid \$18.32 and one paid \$18.95                     |
| Easton                  | \$ 4,905.00                      | 300                           | \$ 16.35               | one per each party -minimum est of hours is \$300   |
| New Canaan              | \$ 6,500.00                      | 195                           | \$ 33.32               | Budget for both equals \$13000 (one vacancy at moment), average 2-5 hours a week, based on budget listed 3.75 hours/wk for each to =195 |
| Orange                  |                                  |                               |                        |   |
| Redding                 | \$ 6,617.52                      | 312                           | \$ 21.21               | one from each party, hours budgeted at 6 hours/week, and hourly salary set  |
| Ridgefield              |                                  |                               | \$ 16.50               | one each party , hours as needed and paid extra for referendum & election   |
| Woodbridge              | \$ 4,886.40                      | 240                           | \$ 20.36               | one each party, hours are budgeted at 240/yr, hourly salary set also  |
| Westport                | \$ 3,822.00                      | 182                           | \$ 21.00               | one each party, hours are budgeted at 182/yr, hourly salary set also  |
| Wilton                  | \$ 7,623.00                      | 385                           | \$ 19.80               | One each party, paid for actual hours worked  |
| <b>Mean</b>             | <b>\$ 5,282.70</b>               | <b>252.86</b>                 | <b>\$ 20.48</b>        |   |
| <b>Median</b>           | <b>\$ 4,905.00</b>               | <b>240.00</b>                 | <b>\$ 19.80</b>        |   |

To: Weston Board of Selectmen  
Tom Landry, Town Administrator

From: Theresa Brasco

Date: October 15, 2015

In response to Tom Landry's memorandum dated October 14, 2015, Laura Smits and I met with him yesterday afternoon. While the analytical approach of weighting the registrar's stipend per the towns' populations as a measure of expected workload makes sense, it does not tell the entire story unless budgeted hours of deputy registrar's are considered. Deputy registrars in many towns fulfill several functions carried out by the Weston registrars due to comparatively limited budgeted hours for Weston deputies. Consequently, the Weston registrars' expected workload would be greater unless some sort of adjustment is made.

Tom raised the question as to how such an adjustment could be made. In considering this, I followed the same analytical approach and calculated deputy's budgeted hours per capita. See the table below:

| Town       | 2014<br>Population<br>CT State<br>Register<br>and<br>Manual (1) | Registrar's<br>Stipend (2) | Registrar's<br>Stipend<br>Per Capita | Deputy's<br>Budgeted<br>Hours Per<br>Year (3) | Deputy's<br>Hours<br>Per<br>Capita |
|------------|---|----------------------------|--------------------------------------|---|------------------------------------|
| Weston     | 10,350  | \$ 11,779.00               | 1.14                                 | 150   | 0.0144928                          |
| Darien     | 21,114  | 23,178.00                  | 1.10                                 | 1,027   | 0.0486407                          |
| Easton     | 7,603   | 12,000.00                  | 1.58                                 | 300   | 0.0394581                          |
| New Canaan | 20,110  | 18,500.00                  | 0.92                                 | 195   | 0.0096967                          |
| Redding    | 9,299   | 7,300.80                   | 0.79                                 | 312   | 0.0335520                          |
| Ridgefield | 25,045  | 33,433.00                  | 1.33                                 |   |                                    |
| Woodbridge | 9,201   | 8,787.60                   | 0.96                                 | 240   | 0.0260841                          |
| Westport   | 27,068  | 42,060.00                  | 1.55                                 | 632   | 0.0233486                          |
| Wilton     | 18,617  | 38,099.00                  | 2.05                                 | 385   | 0.0206800                          |
|            | 148,407   | 195,137                    | 1.31                                 | 3,241   | 0.0218386                          |

**Notes:**

- (1) Provided by Tom Landry in October 14, 2015 memorandum.
- (2) Provided by Randi Frank in survey attached to Tom Landry October 14, 2015 memorandum.
- (3) Numbers noted in blue are from Theresa Brasco memorandum dated October 4, 2015, as corrected per noted towns' budgets (Attachment A, Schedule 2 is attached). Numbers noted in black are from Randi Frank survey attached to Tom Landry memorandum noted above.

Utilizing the average of .0218386 with Weston's population of 10,350, adjusted Weston Deputy hours would be 226.03 per deputy or a 50.6% increase over 150 budgeted hours. A further consideration with

respect to Deputy hours is the level of total annual compensation which would make this position somewhat interesting to potential candidates, given the calendar constraints imposed.

As was noted in the Town Administrator's memo, comparatively valuing the registrar's stipend is a surprisingly difficult task. The table above demonstrates that a department's overall structure is an important consideration from two perspectives: offsetting registrars' workload and increasing interest in the deputy position.

An additional factor which is not considered in Tom Landry's recommendation is the increased time commitment required for the registrars to fulfill the Secretary of State's mandated training and certification program. This requirement was written into law as a result of actions taken in the Connecticut legislative session in 2015, and includes eight teaching segments at UCONN Stamford for a total of 22 hours of class time. Further time will be required for commuting, preparation, studying, etc.

The Town Administrator also notes that an additional source of compensation for registrars and deputies is an amount paid for each election, primary, referendum, re-vote and audit. As of his writing, adequate information did not exist to consider this issue.

**Discussion:**

Given the current and impending vacancies in the Office of the Registrar of Voters, careful consideration should be given to all factors which might inhibit or assist Weston in attracting qualified candidates to these roles. If the intent of the Board of Selectmen is to develop a long term solution, then undertaking a short term fix which may need to be restructured in the next budget cycle does not achieve this goal.

Frank Study Differences  
Deputy Registrar of Voters

Attachment A  
Schedule 2

| Appointed<br>Deputy Registrar | Salary/Person | Budgeted<br>Hours/Yr. | Budgeted<br>Hourly Rate | Notes  |
|-------------------------------|---------------|-----------------------|-------------------------|--|
| Weston                        | \$ 2,625.00   | 150.00                | \$ 17.50                | Budget includes one for each party. Currently, there is a vacancy in the office for the Democratic Deputy. The serving Deputy assists both Registrars as needed.           |
| Darien                        | 19,461.65     | 1,027.00              | 18.95                   | Hours per attached budget. One Deputy and one Assistant Registrar, at hourly rates of \$18.95 and \$18.32.   |
| Easton                        | 4,905.00      | 300.00                | 16.35                   | One per each party - minimum estimate of hours is 300. Unclear in Frank report if this is a stipend or budgeted hours are 300.   |
| New Canaan                    | 6,500.00      | 195.00                | 33.33                   | Budget for both equals \$13,000 (one vacancy at the moment) and assumes hours of 3.75/week each. Unclear in Frank report if serving Deputy covers duties for both parties. |
| Redding                       | 6,617.52      | 312.00                | 21.21                   | One from each party, hours budgeted at 6 hours/week and hourly rate set.   |
| Ridgefield                    |               |                       | 16.50                   | One each party, hours as needed and paid extra for referendum and election.  |

**Frank Study Differences  
Deputy Registrar of Voters**

**Attachment A  
Schedule 2**

| Appointed<br>Deputy Registrar | Salary/Person | Budgeted<br>Hours/Yr. | Budgeted<br>Hourly Rate | Notes   |
|-------------------------------|---------------|-----------------------|-------------------------|---|
| Woodbridge                    | 4,886.40      | 240.00                | 20.36                   | One each party, hours are budgeted at 240/year and hourly rate set  |
| Westport                      | 13,272.00     | 632.00                | 21.00                   | Hours per attached Registrar and Election budgets. Deputy hours of 182 per year are included in the Registrar budget, and each Election budget includes 225 hours per Deputy. Total hours assume two elections per municipal fiscal year. |
| Wilton                        | 7,623.00      | 385.0                 | 19.80                   | One each party, paid for actual hours worked. Also, have seasonal Assistant Registrars. Hours and compensation not included. See attached budget.   |
| Mean                          | 8,236.32      | 405.13                | 20.56                   |   |
| Median                        | 6,558.76      | 306.00                | 19.80                   |   |



October 12, 2015

Ms. Gayle Weinstein, First Selectman  
Town of Weston  
Weston Town Hall  
56 Norfield Road  
Weston, CT 06883

Re: Weston Police Department Study  
Weston, CT

Dear Ms. Weinstein:

Based upon our conference call on Friday, October 9, 2015, The Town of Weston has requested that Jacunski Humes Architects, LLC submit a proposal to expand our contract scope regarding the above referenced project. At this time, the Town of Weston is interested in further investigations of the existing police department space to determine if alternative solutions are viable, functional, and cost effective. Existing police department space has been loosely defined as the existing spaces currently occupied by Police Department and Communications Dispatch. Adjacent spaces to those areas may also have the potential to satisfy programmatic needs of police / dispatch if determined by this office to be in the best interest of the project.

This office, in cooperation with police personnel, will determine the priority needs of the department given the available area for expansion / renovation. In addition, a phased construction approach will need to be developed so that the police department / dispatch can continue to perform their necessary tasks at all times within a dust-free environment.

Once a schematic design is determined based upon the existing area listed above, a list of "project deficiencies" will be developed that will assist the Town of Weston in evaluating this alternative approach. A summary estimate of anticipated costs will also be developed based upon the developed schematic design and anticipated project phasing. A detailed, professional cost estimating effort will not be required at this time.

Costs to develop a schematic design solution as describe above would be an additional lump sum, fixed fee of \$7,000. If desired, I could prepare a contract amendment to incorporate this added scope of work to our current agreement. I trust that this satisfies your request. Please let me know if the scope described above needs to be altered in any way to meet you desired objectives.

Very Truly Yours,

  
Brian W. Humes, AIA, LEED AP  
Jacunski Humes Architects, LLC

project: weston.policestudy.02weinstein

Board of Selectmen's Meeting (Special)  
Thursday, October 29<sup>th</sup>, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Ms. Weinstein led the meeting with the Pledge of Allegiance

Ms. Weinstein presented David Muller with a Proclamation in honor of his service to the Town as a Selectman. Ms. Weinstein stated that she truly feels they made a dynamic team. Mr. Tracey also added that David was his role model when he first took the Selectman seat. He is always thoughtful, careful and balanced. His decisions are guided by compassion. See copy of Proclamation attached

Mr. Muller thanked everyone. See attached.

**Discussion/decision regarding allocating funds from the FY 15/16 Community Grants Line to First Night Westport for the amount of \$1000.00: Barbara Pearson.** The actual name is First Night Westport/Weston. It has been around for 22 years, originally created to bring families together on New Year's Eve in a safe drug free, alcohol free environment. There are venues and entertainment for all ages. The challenge is that they do not want to raise the money for the buttons (admission), but all of the other costs have gone up. It is a volunteer organization so the only costs are for the production of the event. In the past Westport and Weston were partners for this event. She is here tonight looking for sponsorship. They also donate buttons to families in need through Social Services (she will look into whether or not they give to Weston Social Services). She thinks that about roughly 20% of people that attend First Night are from Weston, but it is very hard to track this. Ms. Weinstein reminded all that we used to give money to this program, but when the recession hit they decided to make a priority of funding Weston social service related needs first so we have not given to First Night for a few years. But this year she feels we could allocate \$1000 from our Community Grants Line to go towards this event. Mr. Tracey moved to approve the allocation of funds from the FY 15/16 Community Grants Line to First Night Westport for the amount of \$1000. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding the appointment of Officer Joe Miceli as the Emergency Management Director and the appointment of Detective Chris Powers as the acting Emergency Management Director, both for a 2 year term to expire July 1, 2017.** Ms. Weinstein reminded us that a few months ago we did appoint Officer Miceli as the Acting Emergency Management Director. Since that time, Sgt. Mike Ferullo has retired so she is asking that we make Officer Miceli the official EMD with Det. Chris Powers as his back up. Mr. Muller moved to appoint Officer Joe Miceli as the Emergency Management Director for a 2 year term to expire July 1, 2017. Mr Muller seconded. Motion carried unanimously.

Board of Selectmen's Meeting (Special)  
Thursday, October 29<sup>th</sup>, 2015, 7:30pm  
Town Hall Meeting Room

Mr. Muller moved to appoint Detective Chris Powers as the acting Emergency Management Director for a 2 year term to expire July 1, 2017. Mr Muller seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Brian Collins to the Parks and Recreation Commission for a term to expire December 31, 2019. Mr. Tracey moved to reappoint Brian Collins to the Parks and Recreation Commission for a term to expire December 31, 2019. Mr. Muller seconded. Motion carried unanimously.

Discussion /decision regarding the reappointment of Jim Smith to the Conservation Commission for a term to expire December 31, 2019. Mr. Muller moved to reappoint Jim Smith to the Conservation Commission for a term to expire December 31, 2019. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision regarding the appointment of Bob Machson to fill the vacancy on the Zoning Board of Appeals for a term to expire November 7, 2017. Mr. Machson has lived in Weston since 2002 and is a Commercial Real Estate attorney and advisor. He would like to help property owners / residents when it comes to zoning laws. Mr. Tracey moved to appoint Bob Machson to fill the vacancy on the Zoning Board of Appeals for a term to expire November 7, 2017. Mr. Muller seconded. Motion carried unanimously.

Discussion/decision regarding the review/acceptance of the Town Personnel Policy and Handbook (tentative) Mr. Landry stated that we started this process back in 2007 or 2006. We haven't approved it yet, but we are close to finalizing. We have been following the policy from 1997. Mr. Tracey said he will email some final questions. Ms. Daniel asked if she is able to view this policy. Mr. Landry said he can't release the draft but he will give her a copy of the current policy.

Discussion/decision regarding the approval of BOS minutes from 10/1, and 10/9 of 2015. Mr. Muller moved to approve the BOS minutes from the 10/1 and 10/9 Board of Selectmen meetings. Mr. Tracey seconded. Motion carried unanimously.

**Open Item: First Selectman's Update**

- Ms. Weinstein shared that Weston won an award at the Clean Energy Program. We won in part because of our Solarize Weston program.
- Today, Ray Rauth completed his walk of every road in Weston.
- Westport Weston Health District celebrated their 50<sup>th</sup> anniversary today.
- DOT Commissioner Redekker visited the new Cobb's Mill Bridge. The bridge was constructed with new technology, precast concrete portions and new plastic technology under the bridge. Utilization of the new technology allowed for this project to take a much shorter time for construction. She also thanked him for expanding the local bridge program which allowed us to get a grant to cover 1/3 the cost of the Godfrey Road Bridge.

Board of Selectmen's Meeting (Special)  
Thursday, October 29<sup>th</sup>, 2015, 7:30pm  
Town Hall Meeting Room

**Executive Session: Potential Land Acquisition** Ms. Weinstein asked to go into executive session for the purpose to discuss a potential land acquisition. Mr. Muller seconded. Motion carried unanimously.

**Adjourn: 8:09pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Minutes Approved 11-19-15

## Proclamation

**Whereas**, David Muller moved to Weston in 1998 with his wife, Diana, and three children Daniel, Julia and Benjamin; and

**Whereas**, David Muller was and is a very involved dad, coaching baseball until the children needed to be coached by someone who knew what they were doing, and chaperoning school field trips including a trip to Washington DC with a bus full of children infected with the Swine Flu; and

**Whereas**, David Muller served the Town in various appointed capacities, including service on the Library Board from 2000-2002 and the Sister City Committee exchange program established after Hurricane Katrina from 2005-2006; and

**Whereas**, David Muller was elected to three different Town Boards: the Planning and Zoning Commission from 2001-2005 where he served as its Vice Chair for two years, the Board of Finance from 2005-2009, and the Board of Selectman from 2009 to present; and

**Whereas**, David Muller made many contributions to the Board of Selectmen, including spearheading an ordinance aimed at reducing unnecessary bulky waste, playing an active role in our storm response, vigorously advocating for stricter gun control, and chairing the Lights Oversight Committee for the football field; and

**Whereas**, David Muller cleared the way for hundreds of residents to receive tax refunds by making a motion to issue property tax refunds at every meeting; and

**Whereas**, David Muller was an outstanding Selectman who balanced the needs of our community with our fiscal reality and was a true partner and calming influence on the First Selectman; and

**Whereas**, David Muller would like to retire from Town Government and pursue other passions such as presiding over the Board of the Greater Bridgeport Youth Orchestra and playing the bassoon in the Westport Community Band.

**Now, Therefore**, I, Gayle Weinstein, First Selectman of the Town of Weston, Connecticut do hereby proclaim October 30, 2015 as

### David Muller Appreciation Day

in Weston, Connecticut, and call upon our families, schools, businesses, and institutions to join me in recognizing and thanking him for his many contributions to our community.

Witness my hand and the seal of the Town of Weston, this Thursday, October 29, 2015

Gayle Weinstein, First Selectman

Board of Selectmen's Meeting  
Thursday, November 19th, 2015, 7:30pm  
Town Hall Meeting Room

**Present:** First Selectman Nina Daniel, Selectman Gayle Weinstein, Selectman Dennis Tracey, Town Administrator Tom Landry, Police Chief John Troxell, Administrative Assistant Randi Derene, Weston Residents

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Daniel called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** Dick Troxell led the meeting with the Pledge of Allegiance

**Discussion/decision regarding the resignation of Gayle Weinstein as Selectman, effective November 20, 2015** Ms. Daniel made a motion to accept the resignation of Gayle Weinstein as Selectman, effective November 20, 2015. Mr. Tracey seconded. Ms. Weinstein then read her resignation statement. Mr. Tracey and Ms. Daniel then thanked Ms. Weinstein for her service as First Selectman. Ms. Daniel then asked for a vote. Ms. Weinstein abstained. Motion passed.

**Discussion/decision regarding the appointment of Chris Spaulding as Selectman to fill the vacancy left by Gayle Weinstein, effective November 20<sup>th</sup>, for a term to expire November 7, 2017.** Mr. Tracey moved to appoint Chris Spaulding as Selectman to fill the vacancy left by Gayle Weinstein, effective November 20, 2015, for a term to expire November 7, 2017. Ms. Daniel seconded. Discussion followed with Ms. Weinstein stating requesting that the third selectman be included in decision-making on the Board. Ms. Daniel to call the vote. Motion passed unanimously.

**Discussion/decision regarding appointing Dennis Tracey as the acting First Selectman in the absence of First Selectman Nina Daniel.** Ms. Daniel made a motion to appoint Dennis Tracey as the acting First Selectman in the absence of First Selectman Nina Daniel. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding acceptance of a gift of \$2,000 from Mr. and Mrs. Steinschneider to the Weston Police Department: Chief John Troxell**  
Chief Troxell stated that this money will be used to purchase equipment that they won't have to now put in the budget. They plan to use this money to purchase 3 bullet proof vests. Mr. Tracey made a motion to accept a gift of \$2000 from Mr. and Mrs. Steinschneider to the Weston Police Department. Ms. Daniel seconded. Motion carried unanimously.

**Discussion/decision regarding the approval of the 10/15, 10/29 and 2/23 2015 Board of Selectmen minutes.** Ms. Weinstein made a motion to approve the minutes of 10/15, 10/29 and 2/23 2015 Board of Selectmen meetings. Mr. Tracey seconded. Ms. Daniel abstained as she was not on the Board at that time. Motion carried.

Ms. Daniel made a motion to add to the agenda approval of the minutes of a meeting that took place on November 3, 2015. Ms. Weinstein seconded. Motion carried unanimously.

Ms. Weinstein made a motion to approve the November 3<sup>rd</sup>, 2015 Board of Selectmen minutes. Mr. Tracey seconded. Ms. Weinstein stated that the unit had been changed to AFSME from APSCE, and

Board of Selectmen's Meeting  
Thursday, November 19th, 2015, 7:30pm  
Town Hall Meeting Room

requested that the minutes be corrected, which Ms. Derene confirmed Motion then passed (Ms. Daniel abstained)

Discussion/decision regarding the resignation of Nina Daniel from the Commission on Aging, effective November 10, 2015. Ms. Weinstein made the motion of accepting the resignation of Nina Daniel from the Commission on Aging effective November 10, 2015. Ms. Tracey seconded. Vote called. Motion passed. (Ms. Daniel abstained)

Discussion/decision regarding the resignation of Laura Smits from the Commission on Aging, effective December 31, 2015. Mr. Tracey made a motion to accept the resignation of Laura Smits from the Commission on Aging. Ms. Weinstein seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Margaret Anderson to the Commission on Aging for a term to expire December 31, 2017. Ms. Weinstein made a motion to reappoint Margaret Anderson to the Commission of Aging for a term to expire December 31, 2017. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Donald Gumaer to the Commission on Aging for a term to expire December 31, 2017. Mr. Tracey made a motion to reappoint Donald Gumaer to the Commission on Aging for a term to expire December 31, 2017. Ms. Daniel seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Linda Roig to the Building Board of Appeals for a term to expire December 31, 2020. Ms. Weinstein made a motion to reappoint Linda Roig to the Building Board of Appeals for a term to expire December 31, 2020. Mr. Tracey seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Robert Lamb to the Board of Ethics for a term to expire December 31, 2017. Mr. Tracey made a motion to reappoint Robert Lamb to the Board of Ethics for a term to expire December 31, 2017. Ms. Weinstein seconded. Motion passed unanimously.

Discussion/decision regarding the reappointment of Paula Savignol to the Board of Ethics for a term to expire December 31, 2017. Mr. Tracey made a motion to reappoint Paula Savignol to the Board of Ethics for a term to expire December 31, 2017. Ms. Weinstein seconded. Motion passed unanimously.

Discussion/decision regarding the reappointment of Michael Bellacosa to the Library Board for a term to expire December 31, 2019. Ms. Weinstein made a motion to reappoint Michael Bellacosa to the Library Board for a term to expire December 31, 2019. Mr. Tracey seconded. Motion passed unanimously.

Discussion/decision regarding the reappointment of Lynn Langlois to the Library Board for a term to expire December 31, 2019. Mr. Tracey made a motion to reappoint Lynn Langlois to the Library Board for a term to expire December 31, 2019. Ms. Weinstein seconded. Motion passed unanimously.

Discussion/decision regarding the reappointment of Robert Uzenoff to the Panel of Moderators for a term to expire December 31, 2019. Mr. Tracey made a motion to reappoint Robert Uzenoff to the



Board of Selectmen's Meeting  
Thursday, November 19th, 2015, 7:30pm  
Town Hall Meeting Room

Panel of Moderators for a term to expire December 31, 2019. Ms. Weinstein seconded. Motion carried unanimously.

Discussion/decision regarding the reappointment of Laura Davidson to the Western CT Convention and Visitors Bureau for a term to expire December 31, 2018. Ms. Weinstein made a motion to reappoint Laura Davidson to the Western CT Convention and Visitors Bureau for a term to expire December 31, 2018. Mr. Tracey seconded. Discussion ensued. Motion carried (Ms. Daniel abstained.)

Discussion/decision regarding the approval of the 2016 Schedule of Selectman's Meetings  
Mr. Tracey made a motion to approve the 2016 Schedule of Selectman's Meetings. Ms. Daniel seconded. Discussion followed; Ms. Weinstein asked if this was forwarded to Mr. Chris Spaulding yet. Mr. Spaulding said he would do his best to make sure he is available. Motion then passed unanimously.

Discussion/decision regarding the approval of the FY 2016/17 Budget Review Schedule Ms. Weinstein made a motion to approve the FY 2016/17 Budget Review Schedule. Mr. Tracey seconded. Discussion followed. Vote called and motion carried unanimously.

**Property Tax Refunds :**

|                            |          |
|----------------------------|----------|
| Aaron Tolkin               | 197.16   |
| Porsche leasing            | 231.8    |
| Rosemary Whitmer           | 136.81   |
| Sarah Boyce                | 141.49   |
| Honda Leasing Trust        | 189.71   |
| Chase Auto Finance         | 152.93   |
| Stepanie Portner           | 107.91   |
| Donald Gumaer              | 18.29    |
| Craig Scott Jonsson        | 18.41    |
| Daimler Trust              | 448.51   |
| USB Leasing Ltd            | 97.48    |
| Robert Wachtell            | 17.92    |
| Lyes Mahfoudia             | 105.13   |
| Toyota Motor Credit        | 868.15   |
| Vault Trust/Ally Financial | 1540.21  |
| Thomas McNally             | 271.73   |
| David West                 | 148.34   |
| Suzanne Crollius           | 450.28   |
| Total                      | 5,142.26 |

Ms. Weinstein made a motion to approve the property tax refunds in the amount of \$5142.26 as listed on the November 19<sup>th</sup> agenda. Mr. Tracey seconded. Motion passed unanimously.

**Open Item: First Selectman's Update**

Board of Selectmen's Meeting  
Thursday, November 19th, 2015, 7:30pm  
Town Hall Meeting Room

-Due to scheduling conflicts, the regular BOS Meeting dates from December 3<sup>rd</sup> and 17<sup>th</sup> will be changed to "Special" BOS Meetings on November 30<sup>th</sup> and December 22<sup>nd</sup>

-Request for Annual Reports 2014-2015 to be submitted by December 15<sup>th</sup> for acceptance at the December 22<sup>nd</sup> Board of Selectmen meeting. Ms. Daniel asked that these reports are turned in directly to the Town Clerk's office

- Discussion regarding First Selectman's salary: Ms. Daniel indicated that she would not accept the salary increase to \$52,000 which was approved at a previous Selectman's meeting. As of yet, the record of this motion and vote has not been found and has not been posted in any 2015 minutes of the BOS on the town website as required by the Freedom of Information Act. Discussion ensued in which Ms. Weinstein and Mr. Tracey confirmed that a motion, specific to the issue of the increase in the First Selectman's salary, had been made and duly passed by the Board of Selectmen. .

**Any other business to come properly before the meeting.** Ms. Weinstein asked Ms. Daniel for an update regarding the facilities, noting that at the last BOS meeting the board voted to forward a supplemental request to the BOF for a \$7,000 supplemental appropriation for Brian Humes to do a review of the Police Station as it currently sits and as to what it would need to meet some of its code requirements. Further discussion of this matter was postponed until Ms. Daniel has the opportunity to study the matter.

**Adjourn: 8:10pm**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Minutes Approved: 11/30/15

**Board of Selectmen**

**Special Meeting**

**Tuesday, November 3, 2015 at 10:30am**

**Town Hall Meeting Room**

**Present:** First Selectman Gayle Weinstein, Selectman Dennis Tracey, Selectman David Muller (via conference call) , Town Administrator Tom Landry, Weston Resident Margaret Wirtenberg and Administrative Assistant Randi Derene

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Weinstein called the meeting to order at: 10:30am**

**Discussion/decision regarding tentative agreement for UPSEU for 7/1/13-6/30/16 :**

Mr. Landry stated this is a contract expired June 30, 2013. We had come to an agreement with the Town Hall unit earlier in the year for a 3 year contract to expire June 30, 2016. An agreement was made with the public works unit for a 3 year contract to expire the same time.

Last week a tentative agreement was made with the dispatch unit for a 3 year contract expiring the same date. They were given the same wage package as the DPW. 2 ¼% the first year, 2 ¼ % the second year and 2.4% for the current year. For health insurance DPW and Dispatch will go to 17 ¼%, Town Hall unit will be 17 ¼% and Police will be 17%. They agreed for their contract starting July 1, 2016, they will not have the HSA Coverage. Also, the unit name is changing from AFSME to UPSEU (United Public Service Employee Union).

Mr. Tracey moved to approve the tentative agreement for UPSEU dispatchers unit for 7/1/13 to 6/30/16. Mr. Muller seconded. Motion carried unanimously.

**Adjourned : 10:35am**

Respectfully Submitted,  
Randi Derene

Approved: 11-19-15

**Board of Selectmen Meeting (Special)**

**November 30, 2015 at 7:30pm**

**Town Hall Meeting Room**

**Present:** First Selectman Nina Daniel, Selectman Dennis Tracey, Selectman Chris Spaulding, Town Administrator Tom Landry, and Administrative Assistant Randi Derene

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Daniel called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** led by Karen Tatarka

Ms. Daniel asked for a moment of silence in observance of the passing of Captain William Gluck.

**Weston Historical Society request for a community grant to support the Schindel exhibit**

Dallas Kersey provided background on the Weston Historical Society's Schindel exhibit, including efforts to publicize the exhibit within and outside Weston. The exhibit will be open 6 Sundays between now and February, including a literacy caravan each Sunday showing classic children's movies. Fran Sheff-Mauer discussed the effort to make this exhibit a family focused exhibit.

Ms. Daniel stated that the community grant fund has approximately \$25,000 a year for community grants. To date, \$14,500 was given to Homes with Hope and \$1000 was donated to First Night. There is about \$9,500 remaining in the fund for the current fiscal year.

Ms. Daniel stated that the Historical Society is requesting \$3000, and that earlier this year the town granted them \$2500. Mr. Spaulding praised the Historical Society and feels this is a good application for this spending. Mr. Tracey agrees but is concerned about the amount and suggested a number closer to \$1500 or \$2000. Ms. Daniel agreed.

**Ms. Daniel made a motion to donate \$2000 from the Community Grant Fund to support the Weston Historical Society's Mort Schindel exhibit. Mr. Tracey seconded. Motion passed, with Mr. Tracey and Mr. Spaulding voting in favor. Ms. Daniel abstained.**

**Excursion bus for the senior activities center**

Bruce Lorentzen, representing the Friends of the Senior Center, and also a member of the Commission on Aging, explained that the bus currently owned by the Senior Center is old, frequently breaks down, and is at the end of its useful life. The option of renting a bus per event is very expensive and would require a higher charge to seniors to cover the expense. The better option was to help raise money to replace the bus. The Friends have said that they will fund \$40,000 towards the new bus which would cost around \$80,000. A further \$20,000 was expected from the Heady Fund, which has a current

Board of Selectmen Meeting (Special)

November 30, 2015 at 7:30pm

Town Hall Meeting Room

balance of \$116,000. The life expectancy of the bus is about 15 years assuming moderate use. Mr. Lorentzen stated that the town would be able to salvage very little from the current bus.

Ms. Daniel stated that this bus would belong to the town of Weston, and would require an investment of \$20,000 from public funds. Mr. Spaulding suggested considering crowd funding for future projects.

Mr. Ferguson (Board of Finance) asked if the board could use funds from the Vehicle Sinking Fund. Mr. Landry answered that there were three options: (1) the Vehicle Sinking Fund; (2) the undesignated fund balance; and (3) the general fund balance.

Mr. Tracey made a motion to accept the gift of \$40,000 from the Friends of Weston Senior Activities Center for the purpose of purchasing a Senior Center excursion bus contingent on two things: 1) a vote by the BOF to appropriate \$20,000 for the same purpose from the Vehicle Sinking Fund and 2) a recommendation of the Commission on Aging for an appropriation of \$20,000 from the Heady Fund for the same purpose. Mr. Spaulding seconded. Motion carried with Mr. Tracey and Mr. Spaulding voting in favor. Ms. Daniel abstained.

**Gift of up to \$25,000 from Helen C. Greene to the Weston Public Library.**

Karen Tatarka stated that a gift had been received in the form of stock from a regular patron of the library, Ms. Helen C. Greene. Mr. Spaulding made a motion to accept a gift of up to \$25,000 from Helen C. Greene to the Weston Public Library. Mr. Tracey seconded. Motion carried unanimously.

**Authorizing the First Selectman to sign a contract with the State of CT accepting a grant for library renovations**

Karen Tatarka stated that a grant had been received to assist with code compliance issues in connection with the library renovation. This contract needs to be in place before the Town can receive the funds.

Ms. Daniel said this was reduced from original amount because the generator was taken out of the plans. Ms. Daniel stated that before she signs the contract she would like it reviewed by the Town Attorney. Mr. Tracey made a motion to authorize the First Selectman to sign a contract with the State of CT to accept a grant for library renovations. Mr. Spaulding seconded. Motion carried unanimously.

**Acceptance of the resignation of Chris Spaulding from the Children & Youth Commission**

**Acceptance of the resignation of Chris Spaulding from the Strategic Planning Committee**

**Acceptance of the resignation of Chris Spaulding from the Conservation Commission**

Mr. Tracey made a motion to accept the resignation of Chris Spaulding from the Children & Youth Commission, Strategic Planning Committee and the Conservation Commission, effective immediately.

Board of Selectmen Meeting (Special)  
November 30, 2015 at 7:30pm  
Town Hall Meeting Room

Ms. Daniel seconded. Motion passed with Ms. Daniel and Mr. Tracey voting in favor. Mr. Spaulding abstained.

**Appointment of Harvey Bellin to the Commission on Aging.**

Mr. Spaulding made a motion to appoint Harvey Bellin to the Commission on Aging for a term to begin January 1, 2016 and end December 31, 2017. Mr. Tracey seconded. Motion carried unanimously.

**Reappointment of Ken Whitman as our Town Assessor for a term to expire December 31, 2019**

**Reappointment of Mark Harper as our Town Animal Control Officer for a term to expire December 31, 2016**

**Reappointment of Edward Schwarz to the Conservation Commission for a term to expire December 31, 2019**

**Reappointment of John Albright to the Board of Ethics for a term to expire December 31, 2017**

**Reappointment of John Pokorny as Town Fire Marshal for a term to expire December 31, 2017**

**Reappointment of Larry Roberts as Town Deputy Fire Marshal for a term to expire December 31, 2017**

**Reappointment of Roland Poirier to the Historic District Commission for a term to expire December 31, 2020**

**Reappointment of Harriette Heller to the Library Board for a term to expire December 31, 2019**

**Reappointment of Susan Moch and Barbara Reynolds to the Panel of Moderators for a term to expire December 31, 2019**

**Reappointment of Carl Bernstein & Marc Butlein to the Parks & Recreation Commission for a term to expire December 31, 2019**

Mr. Tracey made a motion to approve the above. Ms. Daniel seconded. Motion passed unanimously.

**Approval of the Board of Selectman Minutes from November 19<sup>th</sup>**

Mr. Tracey made a motion to approve the minutes from November 19, 2015. Ms. Daniel seconded.

Motion carried, with Ms. Daniel and Mr. Tracey voting in favor. Mr. Spaulding abstained

**Board of Selectmen Meeting (Special)**

**November 30, 2015 at 7:30pm**

**Town Hall Meeting Room**

**Property Tax Refunds**

|                            |          |
|----------------------------|----------|
| JOAN DELUCA                | 13.87    |
| JOAN DELUCA                | 73.97    |
| ALLY FINANCIAL/VAULT TRUST | 297.22   |
| TOYOTA LEASE TRUST         | 156.19   |
| RON CAVALIER               | 32.40    |
| FITZJOHN TROPNAS           | 57.44    |
| FITZJOHN TROPNAS           | 195.71   |
| JP MORGAN CHASE            | 90.60    |
| Total                      | \$917.40 |

**Mr. Tracey moved to approve the property tax refunds as listed on the agenda for a total of \$917.40.**

**Mr. Spaulding seconded. Motion carried unanimously.**

**First Selectman's Update:**

-Two Board of Selectmen meeting dates have been moved: one is this evening and the other was moved to December 22<sup>nd</sup>. These meetings become "special" meetings since it is a change from the original calendar.

-Annual Reports are due December 15<sup>th</sup>. As of today, only 2 are pending

-First Selectman salary: still under investigation regarding finding a record of how this vote was made.

Ms. Daniel said because of the lack of growth in our economy, she will not accept any increase in the First Selectman's salary at this time.

**Mr. Spaulding made a motion to adjourn. Mr. Tracey seconded. Motion passed unanimously.**

**Meeting adjourned: 8:26pm.**

Respectfully Submitted,  
Randi Derene  
Administrative Assistant

Minutes approved: 12/22/15



**Board of Selectmen Meeting (Special)  
December 22, 2015 at 7:30pm  
Town Hall Meeting Room**

**Present:** First Selectman Nina Daniel, Selectman Dennis Tracey, Selectman Chris Spaulding, Town Administrator Tom Landry, and Administrative Assistant Randi Derene

**This meeting was recorded and videotaped. Copies are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Ms. Daniel called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** led by Margaret Wirtenberg

**Discussion/decision to accept the resignation of Jeff Eglash from the Police Commission effective immediately. Mr. Spaulding made the motion, Mr. Tracey seconded. Motion passed unanimously.**

**Discussion/decision to accept the resignation of David Levy from the Strategic Planning Committee effective immediately. Mr. Tracey made the motion, Mr. Spaulding seconded.** There followed a discussion of whether the Selectmen should consider adding additional members to the Committee. It was agreed that there should be further discussion with Jane Connolly. Motion carried unanimously.

**Discussion/decision to appoint Walter Shanley and Carole Berg to the Bike & Pedestrian Committee for a term to end December 31, 2017. Mr. Spaulding made the motion, Mr. Tracey seconded. Motion carried unanimously.**

**Discussion/decision to appoint Shara Kolodney to the Children & Youth Commission for a term to end December 31, 2018. Mr. Tracey made the motion, Ms. Daniel seconded. Motion carried unanimously.**

**Discussion/decision to appoint Sarah Schlechter to the Conservation Commission for a term to end December 31, 2019. Mr. Spaulding made the motion, Ms. Tracey seconded. Motion carried unanimously.**

**Discussion/decision to appoint Catherine Revzon as our Westport/Weston Health District representative for a term to end December 31, 2018. Mr. Tracey made the motion, Ms. Daniel seconded. Motion carried unanimously.**

**Discussion/decision to appoint Joy Peshkin to the Commission on Aging for a term to end December 31, 2017. Ms. Peshkin would like to keep the focus on seniors and give them an opportunity to enjoy living in town. Ms. Daniel made the motion, Mr. Spaulding seconded. Motion carried unanimously.**

**Board of Selectmen Meeting (Special)  
December 22, 2015 at 7:30pm  
Town Hall Meeting Room**

**Discussion/decision regarding the approval of minutes from the November 30, 2015 BOS meeting. Mr. Spaulding made a motion, Mr. Tracey seconded. Motion carried unanimously.**

**First Selectman's Update:**

- 1- Our Registrar and a Deputy Registrar had resigned, but after further consideration they have rescinded their resignation. This goes through the Town Clerks' office, not the Selectman's office, so no motion is needed. It was noted that there was a salary and a stipend increase, which was passed at the October 15, 2015 BOS meeting.
- 2- FOI Training session was held on December 16<sup>th</sup> with Tom Hennick.
- 3- Annual Reports have all been submitted. We will be posting them online
- 4- WestCOG Update: Weston hosted the last monthly meeting, Dec 16<sup>th</sup>. Ms. Daniel found it to be an excellent meeting
- 5- Weston Food Pantry is in the process of reorganization. We had a celebration for 14 years of service for Betsy Peyreigne. Terry Gaberman was also thanked. There will be a transition in leadership to Anne Bigin and Margaret Krauss who will be working to revitalize the food pantry. January 4<sup>th</sup> there will be specific times for drop-offs and pick-ups posted, and the food pantry will be stocked.
- 6- Sidewalks: We are starting this discussion again. There was a walk-around to look at issues and locations of these potential sidewalks to make sure they are safe for our children. The goal is to have a path for the students to walk from the school to Town Center

Mr. Spaulding asked Ms. Daniel about the STEAP grants. Ms. Daniel said that a grant will become available next year for a study of pedestrian traffic. The application would be due middle of January. Mr. Landry stated we applied for this grant 3 years ago, but we were not funded.

**Mr. Tracey made a motion to go into executive session to discuss pending litigation. Mr. Spaulding seconded. Motion carried.**

**Board of Selectmen Meeting (Special)  
December 22, 2015 at 7:30pm  
Town Hall Meeting Room**

**Public Session ended: 8:23pm**

**Respectfully Submitted,**

**Randi Derene, Administrative Assistant**

**Minutes approved: 1/20/16**

**Board of Selectmen Meeting (Special)  
December 22, 2015 at 7:30pm  
Town Hall Meeting Room**

**Discussion/decision to appoint Leslie Riback as an Alternate on the Board of Assessment Appeals for a term to end December 31, 2019. Mr. Spaulding made the motion, Mr. Tracey seconded. Motion carried unanimously.**

**Discussion/decision regarding Legal Counsel. Mr. Tracey made a motion to appoint Ken Bernhard as Town Attorney and Patricia Sullivan as Assistant Town Attorney to specialize in Land Use. Mr. Spaulding seconded.** In response to a question from Mr. Spaulding, Mr. Bernhard stated that he expects to make the resources of his entire law firm available to the Town. He will put our staff in touch with specialists as needed. Mr. Tracey added that we have had two legal review committees in town and both have written very positive reviews. Some recommendations were to not just solve problems, but to identify future risks and see the next legal step. Mr. Bernhard's agrees and will be planning to visit town hall weekly in order to make himself available to all staff. Mr. Bernhard was requested to prepare a current engagement letter. Mr. Tracey noted that the Town expects to go out with an RFP from time to time to seek competitive bids for Town Attorney. Motion carried unanimously.

**Discussion/decision regarding modifying the resolution of the Board of Selectmen, passed on October 15, 2015, which authorized a supplemental appropriation in the amount of \$7,000 to obtain a schematic design for renovation within the footprint of the existing Police Department, to instead authorize a supplemental appropriation in the same amount to obtain a schematic design for renovation of the Police Department within its current footprint and such contiguous areas of Town Hall as may be appropriate. There followed a brief discussion of the Town's overall facilities plans. Ms. Daniel stated that it is premature to determine the long term plans, and that the Board sees this request as a first step. Mr. Tracey made the motion, Ms. Daniel seconded. Motion carried unanimously.**

**Property Tax Refunds:**

|                         |                |
|-------------------------|----------------|
| Cab East llc            | 1606.67        |
| Toyota Motor Credit     | 397.2          |
| Chase Auto Finance Corp | 653.54         |
| VW Credit Leasing       | 1172.35        |
| Jill Lane               | 22.76          |
| Honda lease trust       | <u>157.8</u>   |
| <b>TOTAL</b>            | <b>4010.32</b> |

**Ms. Daniel made the motion to approve the Property Tax refunds in the amount of \$4010.32 as listed below. Mr. Tracey seconded. Motion carried unanimously.**

